



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Health and Safety Policy

Section 2 - School/Central Team - details of the organisation and the arrangements for ensuring health, safety and wellbeing

Statutory

Policy Approved by the Board of Trustees

Signed:

Name: Adele Haysom

Date: 28/09/2023

Chair of Board of Trustees

Authorised for Issue

Signed:

Name: Gary Lewis

Chief Executive

Date: 28/09/2023

Document History

Version	Owner	Date	Source
1.0	Clare Sanders	Published 7 September 2016	Adapted by Clare Sanders from a Single Academy H&S Policy issued by Priory Community School Enterprises Ltd
2.0	Clare Sanders	Annual renewal/approval by Board of Trustees 11 July 2017	Renewal only - no changes
2.1	Clare Giordmaine	07/02/18	Page 5 updated due to LSP growth
3.0	Louise Malik	December 2018	Regular update
4.0	Louise Malik	March 2021	Scheduled update
5.0	Louise Malik	March 2023	Scheduled update

Date document adopted	28 September 2023
Review cycle	Biennial or earlier as required
Review date	February 2025

This Policy applies to all schools and employees within the Lighthouse Schools Partnership.

H&S Policy Statement

File ref: [https://Backwellfederation-My.Sharepoint.Com/Personal/Asteel_Backwellfederation_Co_Uk/Documents/AVRIL/BackwellFederation/Policies/Health & Safety Policy Oct 2023/BJU & WIN School Health And Safety Policy Section 2 Sep23.Docx](https://Backwellfederation-My.Sharepoint.Com/Personal/Asteel_Backwellfederation_Co_Uk/Documents/AVRIL/BackwellFederation/Policies/Health%20&%20Safety%20Policy%20Oct%202023/BJU%20&%20WIN%20School%20Health%20And%20Safety%20Policy%20Section%202%20Sep23.Docx)

My.Sharepoint.Com/Personal/Asteel_Backwellfederation_Co_Uk/Documents/AVRIL/Backwell Federation/Policies/Health & Safety Policy Oct 2023/BJU & WIN School Health And Safety Policy Section 2 Sep23.Docx

Contents

Section 1 - Lighthouse Schools Partnership - policy statement, strategic organisation and summary of arrangements ([separate document](#))

1. Lighthouse Schools Partnership Health and Safety Policy Statement
2. Lighthouse Schools Partnership Organisation and Responsibilities

Appendix A - A high level summary of the Trust's strategic approach to effective Health and Safety management

Section 2 - School Team - details of the organisation and the arrangements for ensuring health, safety and wellbeing ([this document](#))

1. Aims
2. Legislation
3. Roles and responsibilities
4. Monitoring
5. Links with other policies
6. Hazardous Substances
7. Accident, incidents and dangerous occurrences
8. Driving at work
9. Equipment
10. Fire
11. Food Safety
12. Glazing
13. Infection prevention and control
14. Letting of school facilities
15. Lockdown procedure
16. Lone working
17. Manual handling
18. New, breastfeeding and expectant mothers
19. Occupational stress
20. Educational visits
21. Risk Assessments
22. Site security
23. Smoking
24. Training
25. Violence at work
26. Warning and Banning
27. Working at height

Appendix 1 - A high level summary of the School's strategic approach to effective Health and Safety management

H&S Policy Statement

File ref: <https://Backwellfederation->

[My.Sharepoint.Com/Personal/Asteel_Backwellfederation_Co_Uk/Documents/AVRIL/Backwell](https://Backwellfederation-My.Sharepoint.Com/Personal/Asteel_Backwellfederation_Co_Uk/Documents/AVRIL/Backwell)

[Federation/Policies/Health & Safety Policy Oct 2023/BJU & WIN School Health And Safety Policy Section 2 Sep23.Docx](https://Backwellfederation-My.Sharepoint.Com/Personal/Asteel_Backwellfederation_Co_Uk/Documents/AVRIL/Backwell)

Appendix 2 - Fire safety checklist (separate document)

Appendix 3 - Asbestos management plan and guidance (separate document)

Appendix 4. Asbestos record (separate document)

Appendix 5 - Asbestos management and communication plan (separate document)

Appendix 6 - Schedule of school risk assessments (separate document)

Appendix 7 - Health and Safety Committee Agenda template

Appendix 8 - Mandatory training matrix (separate document)

SECTION 2

HEALTH AND SAFETY POLICY THE FEDERATION OF WEST LEIGH INFANT AND BACKWELL C OF E JUNIOR SCHOOL ORGANISATION AND RESPONSIBILITIES

Date Document Adopted

Version	Owner	Date	Approved by:
3.0	Louise Malik	December 2018	Trustees
4.0	Louise Malik	July 2021	Trustees

Version	Owner	Date	Approved by:
3.0	Louise Malik	March 2019	LGB
4.0	Louise Malik	September 2021	LGB
5.0	Louise Malik	November 2023	Presented to LGB 21/11/2023

This Policy applies to all schools and employees within the Lighthouse Schools Partnership.

A high-level summary of the school's strategic approach to delivering this policy, and ensuring effective Health and Safety management is summarised in Appendix 1.

1. Aims

The school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils, contractors and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation and policy framework

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- [Control of asbestos regulations 2012](#), which details the 'duty to manage' asbestos, to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes.
- [The Construction \(Design and Management\) Regulations 2015](#), the main set of regulations for managing the health, safety and welfare of construction projects.

- [Legionella bacteria in water systems \(L8\)](#), contains practical guidance on how to manage and control the risks in your system
- [Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#), place duties on people and companies who own, operate or have control over work equipment
- Any other relevant legislation or regulations

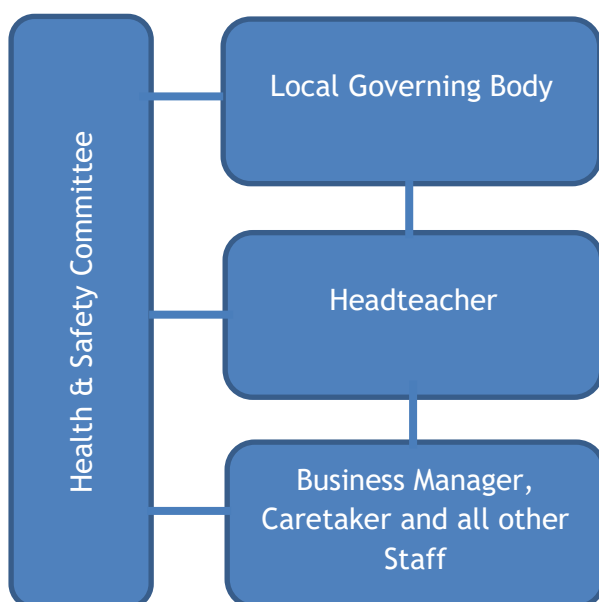
The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

This policy complies with the Trust's Health and Safety Policy Statement

3. Roles and responsibilities

The following is a structure and an outline of duties and responsibilities that have been assigned to the Headteacher, Local Governing Body and members of staff.



3.1. The Local Governing Body

The Local Governing Board (LGB) are responsible for complying with health and safety legislation and the Trust's Health and Safety Policy. Whilst the LGB holds these responsibilities (as a committee of the Board of Trustees) it may delegate day-to-day responsibility to the Headteacher, who has delegated it to the School Business Manager.

The Local Governing Body must ensure that:

- The LGB has a duty to take reasonable steps to ensure that staff, pupils, visitors and contractors are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- Approves the schools Health and Safety Policy on review every 2 years.

H&S Policy Statement

File ref: https://Backwellfederation-My.Sharepoint.Com/Personal/Asteel_Backwellfederation_Co_Uk/Documents/AVRIL/BackwellFederation/Policies/Health & Safety Policy Oct 2023/BJU & WIN School Health And Safety Policy Section 2 Sep23.Docx

My.Sharepoint.Com/Personal/Asteel_Backwellfederation_Co_Uk/Documents/AVRIL/Backwell Federation/Policies/Health & Safety Policy Oct 2023/BJU & WIN School Health And Safety Policy Section 2 Sep23.Docx

- Where reasonably practicable sufficient resources are allocated and authorised within the school's budget to meet statutory procedures and standards for health and safety within the school.
- The school maintains and updates a proportionate and prioritised risk register as part of a holistic risk management process.
- Competency, management, monitoring and auditing of all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance services agreements are carried out on the school premises and in line with current legislation.
- The Local Governing Body appoints a Health and Safety Governor and receives an annual audit of health and safety systems and standards for the school.
- There are effective arrangements **in the Business Continuity and Critical Incident Plan for business continuity and emergencies** for the safe evacuation and lockdown of the school.
- Health and safety is on the agenda by including it intrinsically with business discussions.
- Ensure that a Health and Safety Committee is established with key representation from senior school staff, staff groups and the nominated Health and Safety Governor from the LGB. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are detailed below and the committee must meet a minimum of three times per year.
- Ensure that the Headteacher reports areas of non-compliance to the Chief Executive.

The Trust, as the employer, also has a duty to carry out the following activities. The task of carrying out these duties is delegated from the Board of Trustees to the Local Governing Body:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

3.2. The Health and Safety Committee

To be effective, health and safety committees should address strategic issues affecting **employees, students, contractors, clients, general public and others** and allow day-to-day health and safety matters to be resolved at a local level. Details of the Health and Safety Committee are provided below:

- Health and Safety Committee will have representation from senior school staff, staff groups and the nominated Health and Safety Governor from the LGB.
- The chair must be a person in a position of responsibility and influence.

- The committee must meet a minimum of three times per year. The minutes of the Health and Safety Committee will be provided to the LGB following each meeting and to the Trust's Central Team.
- A template agenda for the Health and Safety Committee is provided in Appendix 7.
- The purpose and objectives of the committee are:
 - Shape and reinforce a positive health and safety culture in the school(s)
 - Monitor the effectiveness of the school's health and safety arrangements
 - Review and make recommendations in relation to incidents and all audits, inspections and other reports associated with compliance and health and safety.
 - Make recommendations to the appropriate person/body on actions required to improve the school's health and safety arrangements.
 - Review any changes in legislation/policy or arrangements within the school(s) that impact on the school's health and safety arrangements.
 - Comment on the schools Health and Safety Policy at each review.
 - Make recommendation to add, amend or remove items from the school's risk register.

3.3. The Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing and complying with the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Working in collaboration with the Chief Financial and Operating Officer and the Hub Estates Lead
- Maintaining and updating the schools risk register
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Co-operating with the Local Governing Body to advise on any safety policies that need to be introduced, to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring a positive health and safety culture is encouraged and developed within the school.
- Ensuring effective health and safety management arrangements are in place for carrying out statutory requirements, regular inspections, surveys, risk

assessments, implementing actions and submitting inspection reports to the local governing body and other agencies where necessary.

- Ensuring that the **Business Continuity and Critical Incident Plan contains effective arrangements in place for business continuity and emergencies,** and that they are effectively communicated to all students, staff, contractors, volunteers, visitors, other members of the public and, where applicable, emergency services and the Local Authority as part of Safeguarding.
- Communicating the policy and other appropriate health and safety information to all relevant people, including contractors.
- Carrying out health and safety investigations, or to ensure an investigation has been carried out by a competent person.
- Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training.
- Supporting the Health and Safety Committee to meet its purpose and objectives, engaging with the agenda and outcomes.
- Ensuring communication and consultation arrangements are in place for staff in relation to Health and Safety, encouraging a positive health and safety culture in the school. This will be in partnership with their trade union representatives (where appointed) and recognising the right of trade unions in the workplace.
- Reporting to the local governing body and the Trust's Chief Executive and Chief Financial and Operating Office, respectively, including any areas of non-compliance and any hazards which cannot be rectified within the school's budget.
- Ensuring that the premises, plant and equipment are maintained in a safe working condition.
- Ensuring that the school appoints a lead first aider and lead on pupil medication. This can be held by one postholder.
- Ensuring that the school has a sufficient number of training first aiders, including paediatric first aid if applicable.
- Ensuring that the school appoints a named Educational Visits Co-ordinator and Lead/Deputy Trip Leaders, who have received relevant training to carry out the role.
- Ensuring that pupil educational visits or learning outside of the classroom has effective health and safety management arrangements in place for pupils and staff to:
 - Ensure risk assessments for the activities are undertaken, and suitable and sufficient action plans and procedures are implemented, and
 - Ensure information and arrangements to parents/carer's of pupils on all educational visits or learning outside of the classroom activities are communicated effectively.

The Headteacher may either undertake, or decide to delegate certain tasks to appropriate senior staff or managers within the school. Some health and safety tasks have been delegated by the Headteacher to the Business Manager as detailed below. It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve

the Headteacher from the overall day-to-day responsibilities for health and safety within the school.

3.4. Business Manager

The Business Manager is responsible and accountable for delivering the schools health and safety policy in collaboration with the Headteacher. The Business Manager must also ensure the school meets and adheres to the health and safety legislation, as advised by the Trust's competent health and safety provider.

The Business Manager is also required to:

- Be responsible for checking competency, managing, monitoring and auditing all compliance contracts awarded by the school and maintenance service agreements carried out on the school premises.
- Actively manage the risk assessment system including reviewing risk assessments as necessary and as part of a rolling programme
- Develop and implement relevant action plans based on risk assessments, outcomes of meetings, audits and inspections and emergency arrangements.
- Review existing health and safety policies and procedures in the school, to ensure all staff, students and contractors adhere to them.
- Be responsible for the implementation of effective arrangements for business continuity and **emergencies (Business Continuity and Critical Incident Plan)** and the safe evacuation and lockdown of school premises.
- To ensure that the school's asbestos register and the asbestos management plan is maintained and available as required.
- Investigate all serious incidents and liaise with appropriate authorities and third parties as necessary.
- Convene and attend all Health and Safety Committee meetings.
- Monitor purchasing and contracting procedures to ensure compliance with the schools Health and Safety Policy.
- Ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment in the school.
- Ensure that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis, or as required.
- Be responsible for checking the competency of contractors. Managing, monitoring and auditing all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance service agreements carried out on the school premises. This should be undertaken with guidance from the Trust's Chief Financial and Operating Officer.
- Ensure competency of all contractors engaged by the school to undertake work or activities at the school e.g. insurance, financial viability, health and safety policies, Exor registered, method statements, risk assessments, accident records, DBS, agreeing method statements before work commences.

- Ensure building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015), length or project as well as other statutory instruments e.g. ‘Principal Designer’ has been appointed.
- Ensure reasonable attempts to identify the hazards arising out of any contractors work or activities are undertaken. Provide any health and safety information to contractors’ e.g. asbestos register/location, underground services, floor loading, safe working loads, school activities, ensuring safeguarding requirements are met.
- Reporting to the Headteacher any areas of non-compliance and any hazards which cannot be rectified within the school’s budget.
- Ensure all staff are made aware of the contents of the Health and Safety Policy and their responsibilities within it.
- Ensure the development of health and safety development plans as required.
- Carry out termly Health & Safety Inspections (as a minimum - 3 times per year) of the school site and buildings. Using the template document provided within the Trust’s compliance system, ensure that equipment, furniture and activities are safe and record these inspections, reporting any defaults in line with school procedure where required. Arrange for the repair, replacement or removal of any item of furniture or equipment that have been identified as unsafe.

3.5. Facilities Manager / Site Manager

As the Federation does not have a Facilities Manager/Site Manager these responsibilities will fall within the scope of the Business Manager’s duties.

The Facilities Manager’s/Site Manager’s responsibilities are to:

- Report to the Business Manager any non-compliance, defects and hazards that are brought to his/her notice.
- Notify the Business Manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work.
- Ensure all relevant information, surveys, inspections, statutory and compliance findings are communicated to the Business Manager for actions to be considered, authorised and implemented.
- Support and contribute to the effective operation of the Health and Safety Committee.
- Be responsible for coordinating all contractual work and maintenance carried out on school premises, inline with the agreed method statement where appropriate and including health and safety matters concerned with contractors.
- In conjunction with the Business Manager ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- Ensure that all site, cleaning and catering staff are equally aware of the school’s Health and Safety Policy and that they are aware of any arrangements of the

policy that affects their work activities, e.g. storage arrangements, materials, equipment and hazardous substances.

- Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the school. Once tested ensuring that a full list of items tested is generated and retained.
- Implement a systematic and methodical system to ensure that all safety systems are checked and serviced, e.g. fire alarm, fire doors, firefighting equipment, smoke detectors, etc.
- Implement a systematic and methodical system to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella.
- Ensure that all contractors are fully inducted on all site related health and safety matters. Asbestos information is provided as part of this to enable contractors to plan and undertake their works without risk of exposure to asbestos fibres. Records of induction will be maintained in line with record management guidelines.
- Ensure that all contractors share the school's commitment to safeguarding children.
- Undertake and co-ordinate the site team's specific emergency procedures, as detailed in the **Business Continuity and Critical Incident Plan**.
- Manage full details of Compliance contracts and ensure they are carried out according to the contracts in a timely manner, maintaining full records of visits.

3.6. Deputy & Assistant Headteachers, Heads of Faculty/Department, Heads of Houses and Support Staff Line Managers

Line Managers are responsible to the Business Manager for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following:-

- Developing strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students.
- Applying the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Business Manager for the application of the health and safety procedures and arrangements to all staff and students.
- Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high-risk departments, such as Science, Design and Technology, PE and Art.
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS , AfPE and ensure that all staff are aware of and make use of such guidance.

- Ensuring regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff.
- Ensuring that appropriate safe working procedures are brought to the attention of all staff under their control.
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- Resolving any health, safety and welfare problems members of staff refer to them, and inform the Headteacher/Business Manager of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carrying out termly inspections (as a minimum - 3 times per year) of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections, reporting any defaults in line with school procedure where required. Arrange for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe.
- Checking the adequacy of fire precautions and procedures in liaison with the Business Manager. Ensuring that a copy of the lockdown, Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Developing a training plan that includes specific job instructions, induction and health and safety training for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available. Notify the Business Manager of any identified training needs annually via the training development plan and as part of the induction programme for any new staff that join during the year.
- Ensuring that all accidents, incidents and dangerous occurrences occurring within their department are promptly reported and investigated using the Trust's compliance system.

3.7. Teaching Staff, Cover Supervisors and Supply Teachers

Teaching Staff, Cover Supervisors and Supply Teachers are responsible to their line managers or heads of department for the health and safety of themselves, other staff and students, and activities under their control. In order to achieve this, their duties include the following:-

- Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students.
- Implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood.
- Carrying out safety briefings that refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seeking information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to.
- Ensuring that all students, probationers and supply teachers are aware of the general health and safety requirements of the school and the detailed requirements, or arrangements for activities relevant to them.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Exercising effective supervision of students and maintain an awareness of emergency procedures in respect of lockdown, fire, first aid and accident or incident reporting.
- Setting an example by personally following safe working practices.
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- Ensuring that all electrical and other equipment, particularly in higher risk areas, is visually checked before use.
- Reporting to the Line Manager any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced.
- Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons.
- Highlighting any training needs deemed necessary to fulfil their role to their line manager.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.

3.8. Other Employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

H&S Policy Statement
File ref: https://Backwellfederation-My.Sharepoint.Com/Personal/Asteel_Backwellfederation_Co_Uk/Documents/AVRIL/BackwellFederation/Policies/Health & Safety Policy Oct 2023/BJU & WIN School Health And Safety Policy Section 2 Sep23.Docx

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Comply with the Trust and school's health and safety policy and procedures at all times.
- Work in accordance with training and instructions
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Report all accidents, incidents and dangerous occurrences in line with the reporting procedure.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager and/or use the system available for doing this, and where relevant, taking any immediate safety action to stop the issue causing harm to others while a remedy is put in place.
- Report immediately to their line manager any shortcomings in the school's arrangements for health and safety.
- Co-operate with the school's leadership and management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Inform their immediate line manager if something happens that might affect their ability to work, e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, becoming pregnant or any other matter that may impact on the safe and healthy performance of their role.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

3.9. Pupils and parents

All pupils and parents are required to:

- Adhere to detailed procedures and policies at the school,
- Cooperate with all staff on health and safety matters,
- Not interfere with anything provided to safeguard their own health and safety,
- Take reasonable care of their own health and safety,
- Report all health and safety concerns to a member of staff.

3.10. Contractors

All contractors must report to reception, be signed in and given an identity/visitors badge. On leaving the site they will need to sign out and inform the appropriate member of staff of the work that has been carried out and any further work that is required.

Contractors will receive induction (covering areas such as asbestos) and agree health and safety practices with the Business Manager before starting work. This will be recorded and stored in line with records management guidelines. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment and produced a method statement for all their planned work.

A contractor's health and safety record will be taken into consideration as part of any procurement selection process.

3.11. Visitors

All visitors must report to reception, be signed in and given an identity/visitors badge. On leaving the site visitors will need to sign out.

Visitors will be provided with site safety information on arrival.

3.12. Work Experience Students

A nominated person will provide health and safety induction to work experience students. The nominated person will also carry out the risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider.

The student(s) will be monitored/supervised by the class teacher or other member of staff that they are assigned to and liaise if necessary with the nominated person.

3.13. First Aiders and Nominated Persons

Staff, who are competently trained, will be appointed as first aiders and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident. First Aiders will have access to the Trust's compliance system to enable them to complete and report an incident in a timely manner, or for really minor incidents, to record on paper if this is more efficient.

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary to:

- Attend to injuries and incidents occurring at the school and ensure that the injured party receives appropriate attention and advice. Where a pupil is involved a parent/guardian to be informed.
- Depending on advice from paramedics, the parent/guardian or member of staff, escort them to a doctor or hospital where injuries are considered more serious. Telephone parent/guardian to inform of status of student.
- To complete incident reports in respect of all accident, incidents and dangerous occurrences affecting staff, students and other persons on site.
- Immediately inform the Business Manager of all serious incidents.

A sufficient number of trained first aiders are appointed taking into consideration the age of pupils, the hours that the school is open for and size of the school site (e.g. several individual buildings).

3.14. First Aid Coordinator

The First Aid Coordinator will develop and maintain working relationships with other staff, work effectively and in co-operation with all other staff in the school using their own knowledge and skills, to contribute positively to the overall welfare of the school and its students.

The First Aid Coordinator will be responsible for:

- Maintaining school and student records of first aid support given to staff and students.
- Maintaining first aid stocks and records, ensuring that sufficient appropriate materials and equipment are available to administer first aid when the need arises and maintaining and restocking first aid boxes.
- Completing accident reports in respect of all accidents, incidents and dangerous occurrences affecting staff, students and other persons on site.
- Immediately informing the of all serious incidents
- Analysing the accidents and reporting them at each meeting of the Health & Safety Committee.
- Maintaining an up-to-date log of current first-aiders and ensuring this information is distributed/displayed as necessary

3.15. Appointed Educational Visits Coordinator (EVC)

If an Educational Visits Coordinator (EVC) (or Lead/Deputy Trip Leader) has not been appointed by the school, the roles and responsibilities remain with the Headteacher or Business Manager.

The Educational Visits Coordinator's responsibilities are to:

- Attend appropriate and relevant training when required to ensure the competence for the role, which is detailed in Appendix 8
- Coordinate pupil educational visits or learning outside the classroom and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the SENCO is sought if applicable for individual students.
- Ensure that there are emergency contingencies, alternative options and that necessary details and information is provided at key locations, or within online / server systems.

- Communicate all relevant information and arrangements to providers of educational visits, staff, students and parents/carers of students to ensure that the key learning objectives of the visit can safely be achieved.
- Ensure that sufficient resources are allocated and authorised for pupil educational visits or learning outside the classroom activities.
- Take reference from the [National Guidance for the Management of Outdoor Learning, Educational Visits and Learning outside the Classroom](#), the Foreign Office, and the Trust, when appropriate.

3.16. Trade Union Safety Representative

There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

Any Trade Union Safety Representative will be encouraged by the Headteacher to fulfil his or her duties as well as being released for any appropriate training. They will also consult regularly with the Safety Representative on health & safety matters. He or she will be entitled to inspect the school in accordance with the agreed Trade Union procedures.

Please add any other posts in the school with designated Health and Safety Responsibilities. Fire Wardens, Fire Marshalls.

4. Monitoring

This policy will be reviewed by the Headteacher biennially and recommended for approval to the LGB.

At every review, the policy will be shared with the school's Health and Safety Committee for comment.

5. Links with other policies

- Stress Management (Trust level policy)
- Risk Management (Trust level policy)
- Safeguarding (school level policy)
- Supporting pupils with medical conditions (school level policy)
- Business Continuity and Critical Incident Plan (school level policy)
- First Aid Policy (school level policy)
- Administering Medication to Pupils (school level policy)

6. Hazardous Substances

Schools are required to control all hazardous substances. These can take many forms and the most common are detailed below:

6.1. Control of Substances Hazardous to Health (COSHH)

COSHH includes any form of hazardous material, including:

- Chemicals
- Products containing chemicals
- Liquids
- Fumes
- Dusts
- Vapours
- Fibres
- Nano-particles
- Mists
- Gases
- Bacteria and viruses

An inventory of all hazardous substances used on site is maintained by the school and reviewed regularly.

Control of substances hazardous to health (COSHH) risk assessments are completed by Business Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. The COSHH register is located in:

- Backwell Junior - Cupboard in Resource Room
- West Leigh Infant - Cupboard outside Kitchen area

Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.2. Legionella

The school recognises that the management of water hygiene is essential to ensure the prevention of Legionnaires disease, which is a potentially fatal pneumonia caused by legionella bacteria, and other diseases caused by water borne organisms.

Legionnaires disease can occur from exposure to legionella bacteria, usually in airborne water droplets, mists or vapours, generated from systems such as cooling towers, evaporative condensers and hot and cold water services. The propagation of Legionella bacteria is enhanced by the following system conditions:

- Where the water temperature in a system falls between 20°C and 45°C; the active temperature range of the bacteria
- Systems in which water is re-circulated or stored
- Situation where bacteria growth is supported by the presence of biofilms and other organic material, scale, rust or sludge which provide nutrients to the bacteria.

The Headteacher is appointed as the responsible person for implementing arrangements to control the risk of legionella within systems and for reviewing the effectiveness of the arrangements. The Headteacher appoints the Business Manager as the deputy responsible person and will ensure that arrangements are in place if either the responsible person or their deputy are not available.

The Business Manager will manage potential risk from Legionella exposure in accordance with current legislation, guidance and good practice by:

- Identifying and assessing sources of risk,
- Implementing, managing and monitoring Legionella control measures (detailed below),
- Ensuring that suitable and sufficient staff, training and financial resources are available,
- Keeping up to date records.

The following control measures are designed to mitigate the risk of Legionella exposure and should be delivered in accordance with [Legionella bacteria in water systems Approved Code of Practice](#):

- A Legionella risk assessment is carried out every three years. This risk assessment will be reviewed at least annually and when significant changes have occurred to the water system and/or building footprint.
- Little used water outlets will be flushed at least weekly
- Temperature checks will be completed at least monthly
- Disinfection of showers will be completed at least quarterly
- Calorifiers, thermostatic valves and water storage tanks will be inspected at least annually and the necessary cleaning/servicing undertaken
- Control measures will be completed by a suitable competent individual
- The Caretaker is responsible for ensuring that the identified control measures are conducted and recorded in the school's water log book.

If an outbreak of Legionella bacteria is detected the Headteacher / Business Manager should contact the Chief Financial and Operating Officer as a matter of urgency.

The necessary notification to the Health and Safety Executive along with the necessary remedial action will be undertaken immediately by suitable competent individual.

6.3. Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked regularly to ensure that they have adequate ventilation.

Installation, maintenance and safety arrangements apply to all gas appliances including those used externally e.g. BBQ's or external heaters.

6.4. Asbestos

The asbestos management plan and associated guidance is attached as Appendix 3.

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it or they notice any damage. This training is incorporated in induction training for new staff and forms part of annual Health and Safety refresher training for staff.

A full asbestos management survey will be undertaken every ten years and updated with any changes. An asbestos re-inspection survey will be undertaken every year and updated to reflect any change in condition of Asbestos Containing Materials. All surveys are stored in an online portal. Details of any remedial or removal work is updated in the portal allowing real time tracking of any changes. If asbestos is identified it is risk rated in consultation with an Asbestos specialist and a decision must be made as to whether the asbestos should be removed, in consultation with the Trust's Chief Financial and Operating Officer. If the asbestos is not deemed to be a risk, due to its location and/or condition, the Headteacher will become responsible for its management.

A regular inspection system is in place to monitor the condition of the asbestos (where it is accessible) and the findings recorded. If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to the Headteacher and the Trust's Chief Financial and Operating Officer.

Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters or mobiles, especially with pins or staples.

Arrangements are in place to ensure that contractors are made aware of any asbestos in the area that they will be working in and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately, until the area is declared safe, and report to the Headteacher. Contractors are required to sign and confirm that they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking.

A record is kept of the location of asbestos that has been found on the school site as detailed in Appendix 4.

6.5. Radon

Radon is a naturally occurring clear, odourless radioactive gas that escapes naturally from the rock beneath the earth's surface and can seep out of the ground and build up in houses and indoor workplaces. Radon is itself a 'decay' product of radioactive uranium and is naturally found in rocks such as granite.

Most radon gas breathed in is immediately exhaled and presents little radiological hazard. However, the decay products of radon are radioactive. Radon contributes by far the largest component of background radiation dose received by the UK population and, while the largest radon doses arise in domestic dwellings (due to the longer time spent there), significant exposures are possible in workplaces.

Radon Surveys are conducted in any building or basement where its location and characteristics suggest that elevated levels may be found and significant exposures to employees and/or other persons are possible. Radon measurements from these surveys are recorded in the Trust's compliance system and these measurements dictate whether or not repeat testing is required every 5 years or every 10 years.

Where indicated by the survey, immediate steps will be taken to manage occupational exposures.

7. Accidents, incidents and dangerous occurrences

7.1. Recording Accidents, incidents and dangerous occurrences

An electronic incident form will be completed as soon as possible after the accident, incident or dangerous occurrence occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an Incident.

Information about injuries will also be kept in the pupil's educational record or on the staff member's personal file (paper or electronic), as appropriate.

Records held in the system will be retained by the school in line with the LSP Records Management Policy and in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

7.2. Head injuries

The [NHS has advice on how to deal with Head injuries](#). The school will use its best judgement and will err on the side of caution on a case by case basis whether or not to contact NHS services directly or to advise family members to seek medical attention.

7.3. Reporting to the Health and Safety Executive

Records will be kept in the Trust's compliance system of any accident, incident or dangerous occurrence (an event that does not cause harm but does have the potential to cause injury or ill health) which could result in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Logging a potentially Reportable Incident in the Trust's compliance system will notify the Trust's appointed Health and Safety Advisor who will report incidents, where appropriate, to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

The logged incident will be 'reviewed' by your Hub Estates Manager on The Trust's compliance system at such time as the Trust's competent Health and Safety Advisor have either confirmed that they have reported the incident to the HSE or that it is unnecessary to do so. In the case of dangerous occurrences, this will be logged as an issue in the Trust's compliance system and will only be closed when any necessary remedial action has been taken.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes

- Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
 - Where an accident leads to someone being taken to hospital.
 - Where something happens that does not result in an injury, but could have done.
 - Dangerous occurrences that do not result in an injury, but could have done.
- Examples of near-miss events relevant to schools include, but are not limited to:
- The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

7.4. Notifying parents

The Headteacher will inform parents of any significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

7.5. Reporting to Ofsted and child protection agencies

The Headteacher, in conjunction with the Chief Financial and Operating Officer, will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher, in conjunction with the Chief Financial and Operating Officer, will also notify the appropriate Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

7.6. Reporting to the Health and Safety Committee

Details of all accidents, incidents or dangerous occurrences (events that do not cause harm but do have the potential to cause injury or ill health) which could result in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013

legislation (regulations 4, 5, 6 and 7) are provided to the schools Health and Safety Committee. The Committee will be advised of issues and trends and of measures that can be implemented to prevent reoccurrence. The Committee will ensure that all actions are taken to prevent any reoccurrence, so far as is reasonably practicable.

7.7. Pupil Medications

Information on pupils who have specific medical requirements e.g. asthmatics, epileptics, is kept on the schools CPOMS system and made available electronically to the necessary staff.

Children and young people, who are asthmatic, are required to keep a spare inhaler at the school. Spare inhalers must be kept in a secure staffed areas and labelled with the child/young person's name. The secure storage area should be accessed by designated staff to ensure that the inhalers are available in an emergency.

Medication may only be administered for documented medical conditions where routine administration has been formally agreed or in an emergency situation, where it is critical to life and the Headteacher has prior written knowledge about the child or young person's medical condition. Any medication of this nature must be kept in a secure location and all relevant staff be informed and advised on how to access it.

Staff administering medication in an emergency must be fully trained to do so.

Only Trained Staff are responsible for:

- Administering prescription and other medicines where there is no alternative to them being taken in school time, when written parental consent has been obtained to do so.
- Collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Liaising with the Health and Safety Advisor, Health Centre, School Nurses and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of students and staff at the School, ensuring that confidential information is held securely.

Individual risk assessments should be completed for pupils requiring medication if risks are not adequately reflected in the parental consent form.

Arrangements for the administration of medication in the school will be in accordance with the school's Supporting pupils with medical conditions Policy.

8. Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) places duties on people and companies who own, operate or have control over work equipment.

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

8.1. Electrical infrastructure and equipment

Arrangements are in place to ensure that the school complies with the Electricity at Work Regulations (EAWR 1989)

Fixed wire testing is undertaken every 5 years and any necessary remedial work is undertaken. Information on the test and the remedial work is recorded in the Trust's compliance system.

Emergency lighting is formally inspected at least annually. Details are recorded in the Trust's compliance system.

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards, electrical faults or faulty fittings must not be used and must be reported to the Business Manager immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. All isolator switches are clearly marked to identify their machine.

Only trained staff members can check plugs.

Portable appliance test (PAT) will be carried out by a competent person annually. A PAT register is maintained and all defects identified are either repaired or removed immediately.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Staff are informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) can be evidenced.

Where it is necessary to use an extension lead this must be only as a temporary measure. Extension leads should be fully unwound. Extension leads should be RCD compliant and new or PAT tested prior to use.

Hirers of the school's facilities, contractors and visitors must ensure that any electrical equipment they bring in to the school must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

8.2. PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely before use.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Caretaker.

PE equipment will be inspected annually by a competent person, and records kept.

8.3. Outdoor play equipment or other wooden structures

External play equipment will only be used when supervised. The equipment will be checked daily by staff for any apparent defects and for contamination by animals.

Outdoor play equipment will be independently inspected annually by a suitably qualified individual.

If necessary outdoor play equipment or other wooden structures, e.g. decking, will be sealed off and secured from use in unsafe conditions, such as heavy rain or lightning.

8.4. Display screen equipment

All staff who use computers daily as a significant part of their normal work will undertake a display screen equipment (DSE) assessment for each workplace. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. Staff should raise any issues with their line manager.

DSE assessments are available on the Trust's compliance system.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and a contribution towards corrective glasses provided if required specifically for DSE use in line with the Staff Expenses Policy).

8.5. Specialist equipment

Parents are responsible for the maintenance and safety of their children's individual specialist equipment such as wheelchairs. In school, staff promote the responsible use of such equipment.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

9. Fire

The school maintains a fire log in the Trust's compliance system containing full details of evacuations, servicing and checks. The log is regularly updated by the Caretaker.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices, and free from obstructions. Final exit doors must be unlocked while there are people in the building.

Fire risk assessment of the premises is maintained and reviewed regularly.

Emergency evacuations are practised at least three times per year. Details should be recorded in the Trust's compliance system.

The fire alarm is a loud two-tone alarm.

Fire alarm testing will take place at least once a week. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the Trust's compliance system.

Fire extinguishers and emergency lighting are formally inspected at least annually. Details are recorded in the Trust's compliance system.

The location of explosive substances such as gas supply pipes, butane gas cylinders and highly flammable substances should be known and made available to emergency services as required.

New staff will be trained in fire safety as part of their induction training and all staff and pupils will receive annual refresher training and be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. These are the assembly points:
 - West Leigh Infant School is the Staff Car Park
 - Backwell C of E Junior School is the main Playground.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- Form tutors/class teachers will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 2.

10. Food Safety

Food safety is managed through the Food Standards Agency advice and guidance. It is linked to occupational health and safety through the equipment and utilities used and the activities.

Food safety and hygiene uses a HACCP (Hazard Analysis and Critical Control Point) system similar in framework to risk assessment and risk control systems.

All activity using food including catering, curriculum activities and PTA events are controlled using the same standards.

Appropriate risk assessments are undertaken to ensure that we prepare and respond to food allergies/intolerances.

11. Glazing

A glazing review is undertaken by the Caretaker. Any unsafe glazing identified in the review will be replaced.

Any damaged glass will be reported and replaced immediately.

These arrangements apply to all glazing including external buildings e.g. sheds.

12. Infection prevention and control

Schools follow [national guidance published by the UK Health Security Agency](#) and [Government guidance on infectious diseases](#) to support infection control in conjunction with their infectious diseases risk assessment

13. Lettings of school facilities

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy by the School Business Manager, and will have responsibility for complying with it.

14. Lockdown procedures

Management of the lockdown procedure is the responsibility of the Headteacher. The Headteacher will devise and communicate the lockdown procedure to all necessary staff, pupils, parents/carers, contractors and visitors.

The lockdown procedure will be practiced and reviewed at least annually.

15. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

A risk assessment should be completed for instances of lone working. The employee(s) has a responsibility to report any medical conditions that may make them unsuitable to work alone.

16. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, where necessary and that staff are trained in how to use them safely.

A manual handling risk assessment should be carried out and recorded for all manual handling activities that pose a risk of injury to school staff.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the most direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

Expectant mothers must not undertake any hazardous manual handling activities.

17. New, breastfeeding and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

18. Occupational stress

The school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Schools should refer to the Trust's Stress Management Policy for further information.

19. Educational visits

The Educational Visits Coordinator is the Headteacher.

When taking pupils off the school premises, in line with appropriate regulations, the school will ensure that:

- Visits are led by competent staff with their specific and relevant competencies detailed in the risk assessment.
- Risk assessments are completed where off-site visits and activities require them, with those that are either residential or include adventurous activities sent to the Trusts' appointed competent Health and Safety Advisor (e.g. via the schools' secure GoTo area on Delegated Services website) at least 4 weeks prior to trip, or 6 weeks if overseas.
- All off-site visits are appropriately staffed. Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils.

- **If any of the school trip will be outside of school hours the parents' and carers' contact details must be taken and a member of staff not attending the educational visit will be nominated to provide support for the visit**
- There will always be at least one first aider on school trips and visits.
- For schools with Early Years Foundation Stage provision, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- The [adventure activities licencing regulations](#) and/or [DfE guidance covering health and safety on education visits](#) have been consulted.

20. Risk Assessments

Assessing risk is an important part of the overall process used to control and mitigate risks in our school. The schools risk assessments consider what harm an activity may cause people and identifies the reasonable steps and control measures that we can take to prevent that harm.

Risk assessments are produced in consultation with all applicable staff.

Appendix 6 includes a list of the risk assessments that the school has in place. Risk assessments should be reviewed in a timely manner to reflect any changes in circumstances, procedures or legislation but at least every three years. Some risk assessments should be reviewed annually, and this is detailed in Appendix 6.

21. Site security

The Caretaker is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for ensuring the intruder and fire alarm systems are fully functional

A site security risk assessment is carried out and reviewed at least annually.

22. Smoking

Smoking is not permitted anywhere on the school premises. This includes electronic cigarettes and Vaping.

23. Training

All staff are provided with health and safety training as part of their induction process and annual refresher training.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, **or work with pupils with special educational needs and disabilities (SEND)**, or work at height are given additional health and safety training.

Training will be provided in line with the Trust's mandatory training requirements provided in Appendix 8.

24. Violence at work

Staff should not be in any danger at work, and violent or threatening behaviour towards staff will not be tolerated.

All staff will report and record any incidents of aggression or violence (or dangerous occurrences) directed to themselves to the Headteacher immediately and this will be recorded on the Trust's compliance system and on CPOMS if it involves a pupil. This applies to violence from pupils, visitors or other staff.

25. Warning and Banning

The school will give warning in writing to any parent/carer that is behaving in a manner thought to be threatening or abusive to explain this behaviour is unacceptable and will not be tolerated.

Section 547 of the Education Act 1996, and its updates, make it a criminal offence to commit nuisance and trespass on school sites. The Headteacher, or the Trust's Competent Health & Safety Advisor acting on the Headteachers behalf, is authorised to act on the school's behalf in taking proportionate action, in accordance with natural justice, in exercising those powers on our behalf.

Schools are not public places, and the school can decide who is welcome, or not, using their rights as Landlord of the site.

Parents/Carers will be given a home/school contract to explain expectations of their behaviour and procedures if these expectations are not met.

26. Working at height

The school will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. A risk assessment should be completed for instances of working at height.

In addition:

- The Caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- Contractors are expected to provide their own equipment and will not be permitted to use the school's equipment.

A ladder log is maintained and subject to appropriate inspection and recording to evidence that they are fit for purpose. Please note that the term ladder includes step ladders.

Federation of West Leigh Infant and Backwell C of E Junior School
A high level summary of the school's strategic approach to effective Health and Safety management

Schools			
Plan	Do	Check	Act
Annual conversation to discuss Health & Safety performance and risks to identify actions for the coming year (H&S Committee or equivalent)	Comply with health and safety legislation and the Trust's Health and Safety Policy (Headteacher)	Review, challenge and update the risk register for any Health and Safety concerns, changes or legal requirements three times a year (LGB)	Take remedial action to resolve or improve Health & Safety performance (Headteacher/Business Manager)
Biennial review of the schools Health & Safety Policy following updated template policy from the Trust	Continually update the risk register for any Health and Safety concerns, changes or legal requirements (Headteacher)	Receive annual supportive audit of Health & Safety performance from the Trust's competent advisor (H&S Committee or equivalent)	
Ensure sufficient resources are planned within the budget to meet Health & Safety responsibilities (Headteacher and LGB)	Review risk assessments in a timely manner to reflect any changes in circumstances, procedures or legislation but at least the Trust's compliance system three years (Headteacher)	Have termly Health & Safety meeting with the Hub Estates Lead (Headteacher/Business Manager)	
		Review H&S performance including monitoring data three times a year (H&S Committee or equivalent)	