

ELM GROVE PRIMARY SCHOOL

HEALTH & SAFETY POLICY and PROCEDURES



DATE ESTABLISHED BY GOVERNING BODY: tba

DATE FOR REVIEW: November 2025 or following Local Authority review

HEALTH & SAFETY POLICY and PROCEDURES

November 2022

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Section 1: **General Policy Statement**

The head teacher and governors of Elm Grove Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the head teacher and governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The head teacher and governors will ensure that others who are affected by our activities are not subjected to unacceptable risks to their health and safety including pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the head teacher and governors will undertake to ensure compliance with policy and guidance produced by Brighton and Hove City Council. The head teacher and governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy and remain safe. It is the intention of the head teacher and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties. The policy will be reviewed annually and revised where necessary.

Signed



Head teacher

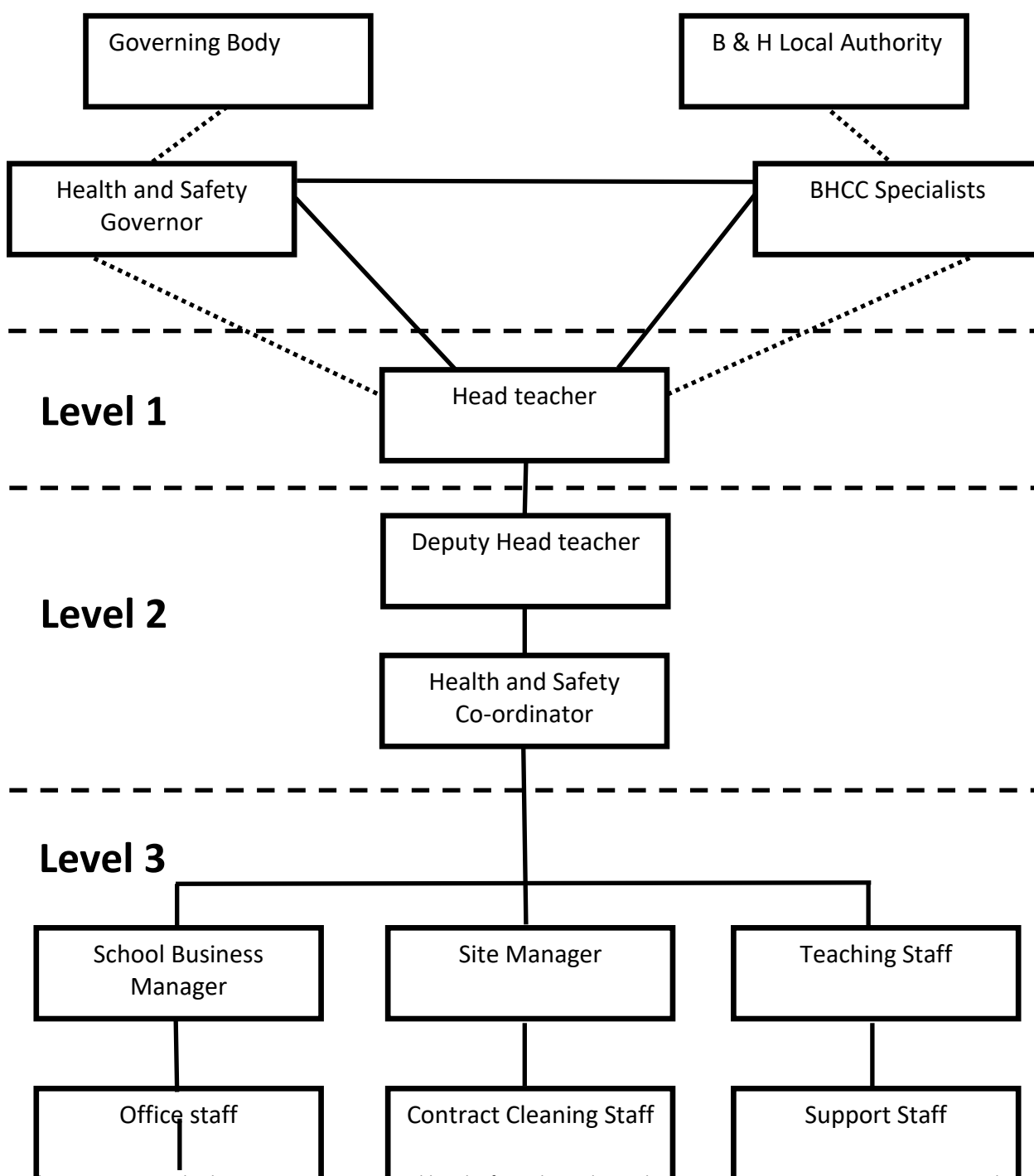
Date 11.11.2022

This policy was endorsed by the Board of Governors at their meeting on
Signed _____ Chair of Governors _____ Date _____

Section 2:

Organisation within the School to meet the requirements of the General Policy Statement.

Ultimately the responsibility for all School organisation and activity rests by definition, with the head teacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



Section 3: Arrangements for Health and Safety

3.1 Safety Responsibilities of Groups and Individuals

The Governing Body

The Governing Body in its role as controller of premises and employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- Ensure that the Local Authority's Health and Safety Policy is delivered through this School's Health and Safety Policy.
- that these procedures are kept up-to-date and that arrangements are in place to ensure that all staff and students are aware of and comply with them;
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections and risk assessments), reactive monitoring (accident/incident investigation) and for rectifying identified faults within the School;
- Nominate a Health & Safety Governor and maintain performance monitoring & review of Health and Safety within the Finance and Premises committee;
- Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- Receive updates on the school development plan for health and safety at each meeting from the Health and Safety Coordinator/Health and Safety Governor in order to enable the Governing body to monitor the adequacy of arrangements and take any action necessary;
- Consider information, statistics and reports relating to health, safety and welfare matters;
- Ensure appropriate performance management processes are maintained to enable all staff to discharge the duties and arrangements set out through this policy

- Consider and make recommendations regarding individual health and safety issues which have not been resolved at management level;
- Implement where appropriate, Executive recommendations made by regulatory bodies e.g. Ofsted and the Health and Safety Executive.

3.1.2 All Staff

All staff are responsible for their own health and safety and that of other persons in the School by the proper observation of School rules and procedures. Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8:

'It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,' All staff shall:

- Attend and act in accordance with any relevant health & safety training identified to discharge their duties
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school procedure.
- Follow safe working procedures;
- Be familiar with the general, emergency and particular safety rules that apply to their area of work;
- Ensure that the classroom and other areas are tidy and good housekeeping standards are maintained;
- Undertake a visual inspection of equipment prior to use and ensure that any portable electrical equipment they use is made available for testing;

- Report defects to their line manager and make the equipment/area safe until the defect is dealt with;

3.1.2.3 Head teacher

The head teacher has overall responsibility for safety policy, organisation and arrangements throughout the School and will:

- Provide liaison with Inspectors and outside bodies concerned with safety and health including (but not limited to) Local Authority, Department for Children Schools and Families (DCFS) (previously DfES) and the Health and Safety Executive (HSE) with regard to safety aspects;
- Budget for safety and health matters;
- Review the Safety Policy annually and when significant changes occur within the organisation of the school and communicate these to all staff;
- Develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice;
- Ensure health and safety issues associated with major building projects are complied with;
- Nominate specific staff with designated safety roles throughout the school, e.g. First Aiders; Health and Safety Coordinator and ensure they receive appropriate training;
- Ensure that statutory maintenance and inspections of fixed service equipment is undertaken;
- Ensure the implementation and continued effectiveness of the schools safety management framework 'Team Safety' including aspects such as risk assessment, staff training, monitoring and supervision;
- Ensure that all incidents are reported to the Health & Safety team within 5 days of the incident (especially before the end of term); that necessary records of incidents are maintained and that incident data is monitored and reviewed to identify trends and remedial actions needed;
- Chair the Health and Safety Committee, or nominate a member of senior management team to undertake this activity (if in place within school). At Elm

Grove Primary School, Health and Safety matters are discussed in the Finance and Premises Committee;

- Make an annual report on safety matters to the Board of Governors.
- Ensure that health and safety is considered as an integral part of teaching and the course syllabi, both in preparation of new course submissions and in their reviews;
- Identify staff training requirements to allow the school to comply with legislative and good industry practice that relate to or affect health, safety and welfare.
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health & Safety Policy, School Codes of Practice or health and safety legislation.
- Ensure that safety inspections are carried out at termly intervals, recorded and that necessary remedial action is carried out;
- Develop and establish emergency procedures, and organise fire evacuation practices within the school;
- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation/usage etc.;
- Develop and adhere to safety procedures for operations carried out within the School by their staff and by outside contractors under their control;
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- Have a general oversight of health and first aid matters;
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, pupils (as appropriate);
- Ensure that all staff (including agency/cover workers) receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting); any restricted tasks and activities; and an introduction to the H&S Policy;
- Ensure that adequate numbers of staff are provided with appropriate training so that they can support the following management arrangements:

- First aid
- Fire and emergency evacuation
- Complete the schools risk assessment list and guide and ensure that risk assessments covering all aspects of the schools operations are in place, regularly reviewed and information is communicated to relevant staff.

The Deputy Head teachers or the INCO will assume these duties in the absence of the Head teacher and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

3.1.4 The School Health & Safety Coordinator

At Elm Grove Primary School the responsibilities of this role sit primarily with the Site Manager, but some are shared between the Site Manager and the School Business Manager. Specific duties for Educational Visits are delegated to the teacher with lead responsibility.

The School Health and Safety Coordinator is responsible for the co-ordination of health and safety management throughout the School and will:

- Make an annual report on safety matters, in conjunction with the School Business Manager and the Site Manager on safety matters, to the Head teacher and the Board of Governors;
- Assist with inspections and safety audits ;Site Manager
- Investigate and advise on hazards and precautions (and seek assistance from the Health & Safety Team if the issue is outside their level of competence); Site Manager
- Develop and establish emergency procedures, and organise fire evacuation practices within the school; Site Manager and School Business Manager
- Have a general oversight of health and first aid matters; Site Manager, School Business Manager and First Aid Co-ordinators

- Monitor the general safety programme, on behalf of the Head teacher; Site Manager
- Make recommendations to the Head teacher and School Business Manager for matters requiring immediate attention, e.g. changes to legislation, outcomes of safety inspections; Site Manager
- Make recommendations to the Head teacher on matters of safety policy in compliance with new and modified legislation; Site Manager
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, students (as appropriate); Site Manager and School Business Manager
- Liaise with outside bodies concerned with safety and health e.g. LA Health & Safety Team; Site Manager and School Business Manager
- Monitor accidents to identify trends and introduce methods of reducing accidents; Site Manager, School Business Manager and First Aid Co-ordinators.

3.1.5 Educational Visits Co-ordinator (EVC)

- Engage in educational visit management in order to ensure that the Local Authority Off-site Guidance is followed;
- Work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- Work with the group leader to ensure there is a 'plan B' in the event of adverse weather, transport issues, emergencies etc.
- Use the online outdoor educational visits approval system 'Evolve' for all hazardous and residential trips;
- Ensure that the schools educational visits meet the Local Authority's requirements;
- Confirm that adequate risk assessments have been carried out;
- Support the Head teacher in the management and evaluation of educational visits;
- Confirm the leadership of the group is competent and appropriate, including accompanying staff and volunteers;
- Confirm that adequate first aid cover is provided;

- Keep their EVC training up to date;
- Ensure that any incidents that take place on a trip are recorded and copies provided to the LA Health & Safety Team.

3.1.6 Heads of Key Stage & Managers within Support Departments

Each Head of Key Stage and Manager within a Support department is responsible to their line manager for the provision of safe working conditions for staff and students and in particular to:

- Prepare reports on safety matters for the meeting of the Finance and Premises Committee/ Governing Body/ Senior Management/ Health and Safety Co-ordinator.
- Attend to defect reports and recommendations from the Head teacher, staff, Safety Representative and Health and Safety Co-ordinator;
- Conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections;
- Budget for safety equipment for their area of responsibility;
- Instigate and ensure that safety procedures are developed for operations carried out within their area of responsibility;
- Ensure that all appropriate risk assessments are undertaken and communicated;
- Ensure equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored and used safely;
- Ensure staff have received the appropriate training to ensure they are competent to undertake their role safely;
- Circulate communications relating to safety matters to staff within their control.

3.1.7 Subject leaders

Each subject leader is responsible for:

- Ensure safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice issued by Children's Services Department e.g. Science, Design Technology, PE, etc.;

- Updating colleagues within the school in any change in practice;
- Issuing safety guidance for their curriculum area;
- Carrying out risk assessments for their specialist areas.
- Nominate, in conjunction with their manager, teachers responsible for particular classrooms and the associated equipment;
- Notify Health and Safety Co-ordinator/Head teacher of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
- Ensure safety inspections of their designated areas are carried out and ensure that hazards identified from those inspections are rectified.

3.1.8 Teachers

Teachers are responsible to their Head of Key Stage for the immediate safety of the students in their classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- Undertake and implement risk assessments for specific activities and ensure that safe working and emergency procedures are followed personally;
- Provide safety information regarding the activity being undertaken prior to the activity commencing and during the activity, as and when required;
- Ensure that special working procedures, protective clothing and equipment are provided where necessary and are appropriate for use.
- Ensure that clear instructions and warnings are given to students verbally and in writing as often as necessary, and as appropriate for the age and level of understanding of the students (i.e. taking special educational needs (SEN) into account);
- Ensure they have attended any specific curriculum based/ health and safety training relevant to their role – especially in relation to science, DT/Technology and PE.

3.1.9 Teaching Assistants

The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session, or otherwise their line manager.

3.1.10 First Aid Coordinator

At Elm Grove Primary School this role is shared between our two part time Office Administrators.

When on duty the First Aid Coordinator is responsible for supporting health and welfare issues within the School and in particular should:

- Be responsible for attending to and monitoring student or visitor illness/injury and referring pupils to their own GP/doctor or hospital as appropriate;
- Administer pupil medication as outlined in the schools Administration of Medicines Policy
- Maintain the school first aid/medical area and equipment;
- Maintain storage for pupil medication to ensure its secure but accessible as needed;
- Monitor student health records prior to entry and report/advise staff of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy, allergies etc.);
- Assist in the monitoring of first aid equipment and boxes within the school;
- Assist in the development of health promotion activities at the School;
- Ensure adequate numbers of staff are trained in first aid procedures (to cover trips, sickness, etc.) and co-ordinate the work of the First Aiders;
- Ensure that the necessary records are maintained relating to administration of medicines and incidents/ accidents following the schools procedures.

3.1.11 Site Manager

The Site Manager will:

- Ensure that reports on health and safety matters with respect to the school buildings and grounds are prepared;
- Ensure that statutory maintenance and inspections of fixed service equipment are undertaken;

- Ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- Attend to defect reports and recommendations from the Head teacher, staff, Safety Representative and Health and Safety Coordinator;
- Ensure all portable electrical equipment is tested on an annual basis;
- Keep records of hazards identified on site by staff and the remedial action taken and when;
- Ensure safety procedures/ method statements are developed and adhered to for operations carried out within the School by their own site staff and by outside contractors under their control;
- When liaising with contractors, ensure they have had sight of the Asbestos Register;
- Ensure equipment, including personal protective equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place;

3.1.12 Trade Union Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- Represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- Investigate complaints by any employee they represent relating to health and safety and welfare at work;
- Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- Receive information from inspectors;
- Attend meetings of safety committees to which they are elected;
- Inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. They may carry out additional inspections where there are substantial changes in work conditions.

3.1.13 Staff Liaising with Contractors

A member of school staff should be appointed as lead/ main point of contact for each contractor that works within the school. At Elm Grove Primary School this is primarily the Site Manager. The School Business Manager will work with the Site Manager on contractor liaison for larger projects (e.g procurement, pre-start and progress meetings). The member of staff that liaises with contractors has a responsibility to take appropriate action if they either observe the contractor/ their staff undertaking dangerous/ potentially dangerous working practices or have received a report of such behaviour/ practice. Such action could include reporting the matter to the Head teacher/School Business Manager/Site Manager for them to rectify or, failing that, reporting to the LA Health & Safety Team.

Staff must ensure that a contractor arriving at site reports to Reception and that a nominated person ensures the contractors are informed of any hazards on the school site e.g. providing access to the asbestos register. Approval must be gained by the contractor to start work. Only those staff nominated by the Head teacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the council's Policy on Safeguarding, Asbestos and the Management of Contractors.

3.1.14 Students

With consideration of their age, ability and any SEN or behavioural need, each student is responsible for their personal safety and that of their peers by proper observation of School rules and procedures. In particular, each student will:

- Observe standards of dress and behaviour appropriate to the working situation.
- Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- Not wilfully misuse, neglect or damage things provided for safety.

3.1.15 Visitors

The Head teacher and governors are responsible for health and safety of visitors to the school, including contractors. All visitors to the school are asked to sign in and

sign out when they leave the premises. Visitors will be issued with and wear at all times a 'visitor' pass. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency. The head teacher will ensure that volunteers have the necessary safety information, please refer to the schools safeguarding policy.

3.2 School Health and Safety Committee (At Elm Grove Primary, this is part of the Finances and Premises Committee)

The School Health and Safety Committee representing the various groups within the School is comprised of:

- Head teacher
- Members of the Governing Body
- School Business Manager
- Site Manager - the Site Manager is not a member of the committee but may submit reports

Where possible efforts are made to ensure as wide a spread of curriculum and support areas of the school are represented.

Overall Function and Objective: The provision of effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed.

3.2.1 Specific Functions

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area covered by the Committee generally and to make recommendations/observations to the Governing Body accordingly.
- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/ safety representative level, or at section level.
- To develop policy to improve and maintain health and safety issues for staff and pupils.

- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety and welfare matters.

3.3 Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

3.3.1 Membership of the Crisis Management Team:

- The Head teacher (or other members of the SLT)
- Site Manager
- School Business Manager
-

3.3.2 Function of the Crisis Management Team

The function of the Crisis Management Team is to:

- Act as the decision-making authority for the management of an incident.
- Develop the procedures and practices to be used for handling emergency situations and communicating these to all employees within the school.
- Establish and maintain a crisis management 'centre'. The 'centre' will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- Assess the nature, degree and likelihood of threats to the schools interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the schools personnel, facilities or assets.
- Test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

3.4 General Emergency Procedures

The summoning of emergency services is normally carried out by an Office Administrator or the School Business Manager. They will also contact:

- The Head teacher or a member of the Senior Leadership Team - [for information]
- Deputy Head teacher - [if students are involved]
- School Business Manager
- Site Manager – [for access/ to isolate electrical supplies etc.]

The councils Emergency Planning and Resilience Team will provide the school with advice, support and equipment and undertake a co-ordinating role (where multiple teams respond,) and provide a single point of contact for other agencies. Contact details: Group email address is: epu@brighton-hove.gcsx.gov.uk ;

Address: **Unit 11, Level 5 South, New England House, Brighton, BN1 4GH**

Main office number is: **01273 296699**

Out of hours our Duty Officer can be contacted on: **07540 675169**

3.4.1 Fire Policy and Procedures & Bomb Incident Management

The school holds a site specific Evacuation Plan and Fire Risk Assessment. These documents outline the school's fire risks, how they are managed and the instructions to be followed in the event of an emergency.

In the event of a suspected bomb threat, the Crisis Management Team will liaise with the Police, LEA and Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc. by an appropriate means. Any member of staff who receives information regarding a bomb on site must immediately inform the head teacher or a member of senior management in their absence.

3.4.2 First Aid Procedure – (see also the council's First Aid Standard)

The school has carried out a First Aid needs assessment and has identified the following requirement:

- There will be at least 5 people on the staff who have current first aid training, of which 4 will be qualified first aiders and 1 will be an appointed person.

- There will be also be 1 paediatric first aiders

We aim to ensure there are more qualified first aiders on site to cover staff sickness and school trips.

Qualified First Aiders have completed the First Aid at Work 3 day initial training, followed by 2 day refreshers every 3 years and an annual ½ day refresher.

The named first aiders for the school are listed in Appendix A at the end of this document and are also kept in school in the First Aid folder.

First aid boxes are kept in the School Office and in the cupboard in front of the School Office. The First Aid Coordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes.

Parents/carers are expected to inform the school if their child has an allergy and a list of any such children is kept in the School Office.

All injuries which come to staff attention, no matter how slight, are recorded in the First Aid folder and/or HS2 Incident form. There is a first aid folder available with all boxes to be completed by the person administering first aid. In case of doubt as to whether or not a child's parent should be immediately alerted, a qualified first aider or in their absence a member of the School Leadership Team will make this decision. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the pupil may be sent to hospital to err on the side of caution. In these cases the pupil will be accompanied by a member of staff.

Every parent will be informed of the schools arrangements for First Aid each school year.

3.4.3 Accident Recording and Reporting

In the event of an accident the following procedure is followed:

- Any equipment is turned off and the area is made safe (where possible)
- A call for help is made – including First Aid assistance.
- The qualified First Aider will judge whether the injury is of a minor or major nature. If minor the First Aider will provide appropriate treatment.

- If a major injury an ambulance will be called immediately without undue delay due to attempting to contact parents or guardians.
- If the injured person requires hospital treatment but an ambulance is not necessary, an Office Administrator is responsible for arranging for a member of staff to transport the student/staff to hospital.

The member of staff taking the injured person will:

- Stay with the injured person and return with them; or
- Stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details on the Incident Report form HS2. Pupil accidents, depending on the severity are either reported in the First Aid book or Incident Report form HS2. If the incident involves intentional violence/harassment or verbal/written abuse, it will be reported using the Violent Incident Occurrence Report Form HS3.

The School Business Manager ensures that the electronic forms are completed and emailed to the councils Health & Safety Team within 5 days. As the authority is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Health & Safety team are notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents are investigated to prevent a re-occurrence. The investigation is recorded on Part B of the HS2 form. The School Business Manager monitors accidents to identify any trends. The Finance and Premises Committee also receive information on accidents on a termly basis. The Health & Safety team will investigate certain incidents/accidents following receipt of the form.

3.5 Health Issues

3.5.1 Smoking and Vaping– (see also the Council Policy on No Smoking and Vaping)

We have a specific legal duty to protect staff, contractors, visitors and the general public from the dangers of smoking and second-hand smoke (breathing smoke from other people's cigarettes). In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy.

Whilst the use of electronic or e-cigarettes, is not covered by the Health Act 2006, the manufacture of these devices is not regulated and there is evidence that the nicotine they contain can also include small quantities of toxic substances, some of which are carcinogenic. Trace amounts of other hazardous compounds and toxic metals have also been found in the vapour produced by these devices.

In view of this, and the fact that more research is needed before the long-term health effects of e-cigarettes is known, the council considers it is prudent, as part of its general duty to protect the health and wellbeing of its employees, to adopt the same approach to e-cigarettes as it does to the smoking of conventional cigarettes and other tobacco products. Therefore there is a No Vaping Policy.

3.5.2 Alcohol and Drug Abuse – (see also the Council Policy on Drugs and Alcohol)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

Some drugs prescribed for medical reasons may impair judgment, induce fatigue and/or lower concentration. If staff feel they are affected when on medication, they must inform their line manager who will implement additional arrangements that safeguard both the individual and the staff/ pupils they work with.

Schools staff have access to the staff counselling service, currently offered through Carefirst. Tel: 0800 174319 or by booking online through www.carefirst-lifestyle.co.uk , who can provide confidential help and support.

3.5.3 Staff Wellbeing

Our health and safety at work is not only determined by the physical environment we work in, but also by the nature of our work, our emotional wellbeing, fitness, our relationships and issues from outside work that impact on physical and mental wellbeing.

The school consider staff wellbeing through a number of different policies, procedures and approaches. This includes the management of staff sickness and absence through monitoring staff absence patterns, Return to Work Interviews with the line manager, referrals to Occupational Health where necessary and considering any Occupational Health recommendations. Line managers will also offer support to staff, including considering stress, wellbeing and workload issues. The council now has a 'Stress, Work life Balance & Team Resilience Guide' to support all schools and a ' Team Resilience Checklist' has been developed as a management tool to identify and address work related stressors and team resilience skills such as good communication, positive work relationships, dignity and respect between colleagues, fair and appropriate performance management etc.

Where individuals are/could be affected, staff should discuss the matter with their line manager or the Head teacher to seek ways of reducing the pressure at work. An individual stress risk assessment form will be used as a tool to help with these discussions and to identify individual action plans.

3.5.4 New & Expectant Mothers. - (See also Council Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children.

The following procedure is in place:

- Female staff (full and part-time) are required to inform their Line Manager and Human Resources as soon as possible and in writing when pregnancy has been confirmed.
- The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed throughout the pregnancy and if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Coordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

3.5.5 Infection Control/COVID - (see also the Infection Control Standard)

From time to time infectious diseases will occur amongst pupils and staff. Good personal and general hygiene precautions are crucial to prevent the spread of infections and handwashing is the most important intervention in cross-infection.

Refer to the Infection Control Standard for:

- Guidance on who to contact for help and advice in relation to communicable diseases at school
- Basic information on common infections and diseases together with guidance on where to get further information
- Information on the role of Public Health England

3.6 Risk Assessment

Risk assessment is a key part of the schools safety management arrangements and hazard control. Managers must ensure risk assessments are undertaken and information on identified controls are brought to the attention of staff and others who need to know.

The following staff complete risk assessments for the areas highlighted below:

- Premises Site Manager
- Curriculum Subject Curriculum Co-ordinators
- Off-site Visits Group Leader/approved by the EVC
- Individual/specific Relevant member of staff

Managers must ensure that areas of work or activities that are deemed to be more hazardous have detailed and documented arrangements to minimise the associated risks and ensure these are communicated to staff and others who need to know. All staff must ensure the contents of risk assessments and any controls relating to their area of work are followed. Copies of these assessments are held on the School network: Teaching (T)/Risk Assessments for School.

3.7 Specific Hazards

Schools are not generally considered as dangerous places to work in but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

The schools '**Risk Assessment Guide**' outlines the risk assessments that are required in all schools; individual people assessments and specific assessments which may be required depending on the facilities, services etc within the school. The guide has been used as a checklist to identify which assessments are needed in this school.

3.7.1 Work at Height – (see also the councils [Work at Height Standard](#))

Activities involving working at Height are the top cause of fatalities and serious injuries in the workplace. Everyone has responsibilities to ensure activities are safely planned, those involved in working at height are competent and that risk assessments and controls are adhered to at all times.

All work at height must be properly planned and organised to ensure they are carried out safely. The hierarchy to follow is:

- Avoid work at height if at all possible

- If work at height is unavoidable, control measures must be put in place to prevent falls
- Where the risk of falling cannot be prevented, control measures must be put in place to minimise the distances and consequences of a fall

The selection and inspection of suitable equipment is an essential control feature. Chairs, furniture or other equipment not designed for this purpose must not be used to work at height or access. The procedures set out in Brighton and Hove City Councils Working at Height standard will be followed for all work at height activities.

The Site Manager is responsible for ensuring arrangements are in place for identifying and managing all work at height activities.

Work at height activities will only be carried out by staff who are **competent and authorised** for the work involved and work will only commence when risk assessments and safe systems of work are in place and understood.

3.7.2 Vehicle Safety in Schools

Vehicles at work are a major cause of fatal and major injuries nationally every year. All schools have deliveries and waste collections on their sites and some also have provision of parking. All vehicle movements must be considered in relation to how traffic is managed. Detailed guidance is available via BEEM A-Z (Vehicle Safety in Schools) on issues to consider to ensure transport risks are managed.

Further information and support in developing your arrangements is available from: TransportProjects@brighton-hove.gov.uk and hometoschooltransport@brighton-hove.gov.uk

The Site Manager is responsible for ensuring vehicle safety arrangements are in place including risk assessments.

3.7.3 Asbestos

The school has had an asbestos survey completed for the premises and staff will be informed of the locality of any asbestos containing materials within in the school and a record will be made that this has been undertaken. Asbestos materials in good condition are safe unless fibres become airborne, which may happen when materials are damaged. It is essential that where asbestos has been identified staff follow safe working systems within the school to ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos Policy where damage to an asbestos material has been identified. The Site Manager is responsible for Asbestos management arrangements in the school including ensuring all staff are informed of the arrangements in place and any responsibilities and procedures they need to know. The Site Manager will liaise with contractors to ensure they are provided with relevant safety information and will be responsible for approving works to be undertaken in the school.

There is no asbestos material at Elm Grove Primary School.

3.7.4 Legionella – (see also Council Policy on Legionella)

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with statutory requirements.

A risk assessment has been undertaken and this will be reviewed on a bi-annual basis. Water temperature monitoring and sampling will be undertaken by the term contractor directed by the BHCC Compliance Manager, Premises Team. Other on regular monitoring as directed by the risk assessment will be undertaken by the Site Manager. Legionella awareness training is mandatory for all duty holders with responsibilities for control or management of premises / water systems.

Further information on training can be found on the learning gateway.

3.7.5 Display Screen Equipment (DSE) – (see also Council Policy on DSE)

All staff who are DSE 'users' (use a computer continuously for one hour or more and have no discretion on using the equipment,) complete DSE e-learning and a Workstation Self-Assessment. Where health issues are raised, the assessment is

reviewed by a DSE Assessor, the School Business Manager. The DSE Assessor then completes a DSE Assessment on the individual.

All DSE users are encouraged to have an eyesight test every two years. An arrangement has been made with [Vision Express](#) via the council to give access to an online portal from which managers can download a voucher which entitles the user to an eye test for £15 plus up to £45 off any pair of glasses. Managers must sign the voucher to authorise its use.

3.7.6 Electrical Equipment

All staff are responsible for ensuring that they carry out a pre-use visual check and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of a member of staff who will also direct them.

All electrical equipment is checked at regular intervals (Portable Appliance Testing (PAT) under the terms of the schools contract. The Site Manager is responsible for maintaining accurate records, ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible for testing.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Site Manager immediately.

The head teacher must be made aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a student. The head teacher must be made aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations etc.

3.7.7 Machinery and Equipment

There is a list of all specialist equipment (e.g. Design Technology equipment) owned by the school and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and students.

Where manufacturers' instructions are not available, the Head of Department will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Coordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instructions will be exhibited close to the equipment or machinery to which it relates.

Hand tools are used under strict guidance and close supervision of the teacher or teaching assistant, and counted in/out when used by students. Such equipment – even simple items such as scissors – are stored away after use.

An inventory of all caretaking equipment is kept by the Site Manager and held on the school's network. .

3.7.8 Manual Handling (see also Council Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received manual handling training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. There must always be at least 2 pupils per piece of equipment or mat. Close supervision is maintained at all times.

The Site Manager will be responsible for undertaking risk assessments for manual handling tasks. All staff who are required to undertake manual handling or people handling activities will attend the appropriate training

Where lifting equipment/aids are provided, only those members of staff who have been trained in the use of the equipment and are authorized to use it may undertake the activity. Lifting equipment is checked every six months by a competent person. There is no lifting equipment/ aids at Elm Grove Primary School.

3.7.9 Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are

kept clear. The Site Manager undertakes an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The Site Manager reports all hazards, obstructions, defects or maintenance requirements that they have been unable to resolve to the School Business Manager. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these are dealt with immediately.

The school is cleaned as per the cleaning schedule and is monitored by the Site Manager and the Head Teacher. All waste is disposed of according to appropriate health and safety guidelines.

3.7.10 Off-site Visits

An Educational Visits Coordinator (EVC) has been appointed. The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and council policy on educational visits.

3.7.11 Hazardous Substances (see also Council Policy on Hazardous Substances)
Responsibility for implementation of the COSHH Regulations, annual review and (where necessary) updating has been delegated to Heads of Key Stage/ Subject Leaders where technical considerations so require, i.e. in relation to Design Technology, Art and Science; and the Site Manager.

The school will hold a material/product safety data sheet for any hazardous substance used and a written risk assessment for that substance will be carried out.

3.7.12 Noise at Work

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising. Any member of staff or visitor detecting a potential problem will report immediately to the Site Manager/ School Business Manager.

3.7.13 Lettings

The Head teacher must be satisfied that the hiring organisation will use the school premises in a safe manner. A signed, written letting agreement will be completed and copies kept. Copies of letting agreements are held in the School Business Managers office. The school will maintain the premises being let in a safe condition and communicate any unsafe conditions or hazards with the lessee. It is the responsibility of the lessee to ensure there is adequate first aid arrangements in place and to report any hazards/ defects or incidents involving the premises/ any leased equipment following the schools hazard/ incident reporting procedures.

3.7.14 Use of Minibuses and Other Vehicles

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on School business.

Under Brighton and Hove City Council (BHCC) policy, drivers of school minibuses must hold a license with a D1 category to drive a minibus. Drivers that have passed the driving test before 1st January 1997 will automatically have D1 entitlement. Drivers who passed their test after the 1st January 1997 are required to take the DSA Minibus PCV Test.

BHCC requires all drivers (whether driving a minibus or MPV) to undertake theory and practical Minibus Driver Training and Assessment, which is delivered by qualified DSA Approved Driving Instructors who also hold a PCV license.

- Minibus and MPV training and assessment must be retaken once every 3 years.
- Drivers must be aged between 21 years and under 70 years (Drivers over 70 must have an annual DVLA PCV Medical Report Form D4 completed and signed by their GP and be assessed driving a minibus by a DSA PCV Approved Driving Instructor.
- Held a full driving license for at least 2 years. Whilst there is no statutory requirement to ensure drivers have had no fault claims or convictions, Managers and Head teachers should consider the implications of using a driver who may have a driving conviction and/or a fault claim as a potential risk.

- All schools who employ staff to drive a minibus or who wish to charge passengers for carriage on the vehicle must have a Section 19 Permit for each minibus.

Drivers of vehicles on the School campus are subject to all normal regulations including the wearing of seat belts. A speed limit of 5mph is imposed on vehicles on the site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify the Site Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

3.7.15 Administration of Medicines

The School follows the council's Administration of Medicines Standards and Guidance and the Department of Education's 'Supporting pupils at school with medical conditions' dated April 2014. The school maintains consent forms and records of medicines administered.

3.8 Training and Information

A training needs analysis is undertaken by the head teacher to identify the mandatory health and safety training required for each member of staff and is reviewed annually. The head teacher will ensure that staff are released for this training.

All members of staff receive a comprehensive health and safety induction when they commence employment with the school and the induction includes specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school. If any member of staff feels the need for training they must alert their line manager or senior management team.

The school has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

3.9 Monitoring Health and Safety

Health and safety standards are monitored by the senior management team in conjunction with the school governors by the following:

- SLT include health and safety as part of the agenda of their regular meetings;
- The governor with lead responsibility for Health & Safety conducts an annual inspection with the Site Manager and reports back to the Finance and Premises Committee;
- The Finance and Premises Agenda will have a standing agenda item:
'H & S/ Safeguarding/ Premises to include:
 - Any H & S HS2 Incidents since the last meeting
 - Major services/ inspections required/planned
 - Security
 - Fire Risk Assessment
 - Contracts issues
 - Recent significant works carried out
 - Planned significant contractor works
 - Current/ Planned significant work carried out by the Site Manager

3.9.1 Inspections

To maintain and improve standards throughout the school the Site Manager carries out a fortnightly premises inspection and a termly premises inspection, and records kept. The school is also inspected termly by a member of the Finance and Premises Committee, the Site Manager and the Head teacher. This is reported back to the Finance and Premises Committee.

3.9.2 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the council will complete a health and safety audit as part of a rolling programme. The action points identified through the audit will form part of the school development plan.

3.3.10 Safety Policy Review

The school acknowledges that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will monitor and update the Policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Board of Governors.

Appendix A**List of Useful Contacts in School**

Contact	Number
Health and Safety Governor	Julian Ridge
Health and Safety Coordinator	Sean Copping
Educational Visits Coordinator	Lucie Ahmed
Curriculum Coordinators PE ICT Science Literacy Numeracy Music	James Waring Rachel Beaumont Christine Phillips Hannah Tucker James Prue
First Aid Coordinator	Jen Smyth
Person responsible for reporting Accidents/incidents	Sean Copping
Trade Union Safety Representatives	Richard James
Premises & Finance Committee	Chris Adams Julian Ridge Becs Kent Phil Kelly Louise Willard Sean Copping Ruby Richardson
Qualified First Aiders	Emily Webbon Stephanie Moloney Phil Dancer Jen Smyth Hannah Collacott
Paediatric First Aiders	Katherine Barnes Carrie Bowen Kelly Haisell
Emergency First Aid at Work	Lucie Ahmed Geddy Ashcroft Shelly Bassett Carrie Bowen Leah Carr Christina Dewdney Julie Fawcett Jo Flippance

	Sadie Mockford Sara Thwaites-Hutchinson Louise Cole Richard James Karen Travis Michiko Dunford
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Appendix B

Record Keeping

In the previous sections, reference has been made in various places to record keeping. There follows a list of those responsible for maintaining such records and where they are kept.

Records of	Produced by	Where kept
Accidents on site	Those involved in the accident/ H & S Co-ordinator	School Office
First Aid administered	First Aiders and Appointed Persons	School Office
Fire Risk Assessment	Site Manager	Site Manager's Office and saved on Network
Asbestos Management Plan	Head teacher/ Site Manager	Site Manager's Office and saved on Network
Medicines Administered	First Aider/ Office Administrators	School Office
Risk Assessments	Head teacher/ Staff	Site Manager's Office and saved on Network
COSHH Assessments	Site Manager	Site Manager's Office
Electrical Tests	LA approved contractor	Site Manager's Office
Maintenance of machinery and equipment	LA approved contractor	Site Manager's Office
DSE Assessment	School Business Manager	School Business Manager's Office

Manual Handling Assessment	Site Manager	Site Manager's Office
Training of staff and students	H & S Co-ordinator/ School Business Manager	Saved on Network in H & S. Individual records kept in personnel files
Violent incidents	Senior Leadership Team	HS2/3 forms saved on Network. Behaviour incidents recorded on CPOMS
Accident investigations	H & S Co-ordinator/ School Business Manager	HS2/3 forms saved on Network. Behaviour incidents recorded on CPOMS
Testing of equipment	LA approved contractor	Site Manager's Office
Noise assessments	LA approved contractor	Site Manager's Office
Legionella testing	LA approved contractor	Site Manager's Office
H & S Monitoring reports/ checks and inspections	H & S Co-ordinator/ School Business Manager	Site Manager's Office and saved on Network

Appendix C: First Aid Needs Assessment & Checklist

1. Recommended minimum ratio of employees to First Aid staff

Category of Risk	Number of employees at the location	Suggested number of First Aid Staff
Lower Risk e.g shops, offices, libraries etc	Fewer than 50 50-100 More than 100	At least 1 appointed person At least 1 first aider 1 additional first aider for every 100 employed
Medium Risk e.g light engineering, food processing, pest control etc	Fewer than 20 20-100 More than 100	At least 1 appointed person 1 additional first aider for every 50 or part of employed 1 additional first aider for every 100 employed
High Risk	Fewer than 5	At least 1 appointed person

e.g construction work, chemical manufacture, sharp instruments etc	5-50 More than 50 Where hazards exist that require additional first aid skills	At least 1 first aider 1 additional first aider for every 50 employed In addition, at least 1 first aider trained in the specific emergency action.
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2. Number of Employees

There are no approximate figures for the ratio of First Aiders that should be appointed, to the total number of employees. However the above table can be used in the First Aid needs assessment process. When the risk of the work activity being undertaken has been assessed, the number of First Aiders can be recommended. It is essential that any establishments, with special or unusual hazards, should ensure that at least one person has received specialised training in the particular hazard or hazards concerned. Where employees work on shift rotas, or outside of normal hours, the manager should bear in mind that each shift must be adequately covered. In these situations it would be inappropriate to decide on the level of First Aid cover based on the total number of employees only.

3. Schools

Schools should bear in mind that First Aid provision must be available at all times; while people are on school premises, and also off premises, for instance, while on school visits. Schools will generally fall into the lowest risk category of workplace, but some schools or activities may fall into the medium risk category e.g special schools that cater for pupils with challenging behaviour. Schools should base their provision on the results of their First Aid needs assessment. When considering how many First Aider personnel are required, the governing body and head teachers should also consider:

- Adequate provision for lunchtimes and breaks
- Adequate provision for offsite activities, e.g. school trips
- Adequate provision for practical departments, e.g. science, technology or physical education
- Adequate provision for out of hours activities, e.g. breakfast and after school clubs

Unless First Aid cover is part of a member of staff's job description, people who agree to be First Aiders do so on a voluntary basis.

4. Lone Workers

If you have employees who travel a lot, work remotely or work alone, you should consider issuing personal First Aid kits, depending on the level of risk evaluated in your First Aid needs assessment. First Aid kits may be issued either to an individual or carried within a vehicle. Managers/ head teachers should also ensure that adequate First Aid training is in place, suitable to the individual/ team needs.

Qualified First Aid provision at Elm Grove Primary School

If you take no. of pupils (436 if school is full) + no of employees and possible visitors/volunteers in a day (60) – assume 496 (total number)

Lower Risk Category says At least 1 appointed person, at least 1 first aider, 1 additional first aider for every 100 employed; so at least 1 appointed person + at least 4 first aiders.

In addition if you have pupils age 0-5 years, you must have at least 1 x Paediatric First Aider.

We currently have:

- 4 x appointed First Aiders (3 day qualification)
- 3 x Paediatric First Aider's (Teaching Assistants in Reception)
- We also have 32 members of staff who have the 1 day Emergency First Aid at Work qualification.
- 5 x appointed staff to deal with epilepsy at the school (relevant to the children diagnosed with epilepsy)

The school trained 5 members of staff as appointed First Aiders in January 2022, however 1 has left in November 22. Further training for 2 further colleagues (Office staff and Premises Manager) is booked in January & February 2023. 32 members of staff completed online Emergency First Aid at Work training during COVID in January 2021 and this will be refreshed (including epilepsy training) for all Office staff, TA's and MDS's in January 2023. Diabetic training will be given to all relevant colleagues as and when required by the school.

This will ensure the full school day is covered, cover is available for school trips and for staff absences.