

# HEALTH & SAFETY POLICY and PROCEDURES

## Rudyard Kipling Primary School

### To be used in conjunction with:

Brighton and Hove City Council Health and Safety Policy  
Guidance on developing a Health & Safety Policy in schools

### Review History: *The Guidance will be reviewed every 3 years or following legislative changes etc*

Date	Version	Summary of changes	Amended by
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5/12/13	1	Transfer of content to new format.	KB
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*Uncontrolled copy when printed*

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**Section 1: General Policy Statement**

The head teacher and governors of Rudyard Kipling 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 Euan Hanington, 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 .....

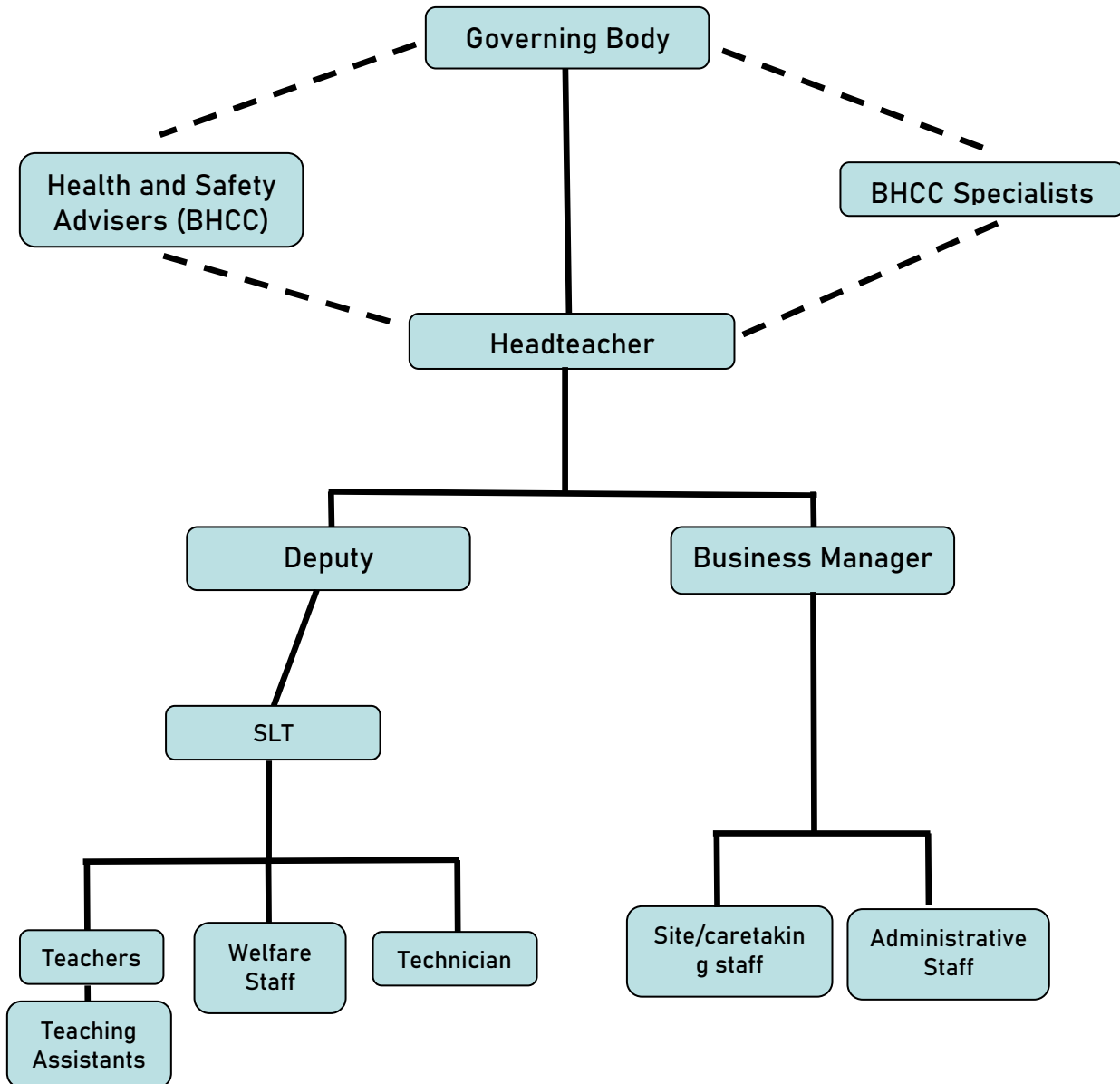
This policy was endorsed by the Board of Governors at their meeting on

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

#### 3.1.1 The Governing Body

The Governing Body in its role as controller of premises 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.
- Ensure that 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) and reactive monitoring (accident/incident investigation) and for rectifying identified faults within the School;
- Nominate a Health & Safety Governor and maintain a Health & Safety 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 termly resources committee meetings 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;

### 3.1.3 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: Local Authority, Department for Education (DfE) 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, e.g. First Aiders; Health and Safety Coordinator, Risk Assessors 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. Rudyard Kipling nominates a governor with in school monitoring by the School Business Manager and Site Manager.
- 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 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, students (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 School Business Manager and Deputy 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**

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, in conjunction with nominated governor and assisted by the Heads of Department/suitably experienced and competent persons, on safety matters to the Head teacher and the Board of Governors;
- Assist with inspections and safety audits;
- Investigate and advise on hazards and precautions (and seek assistance from the Health & Safety Team if the issue is outside their level of competence);
- Develop and establish emergency procedures, and organise fire evacuation practices within the school;
- Have a general oversight of health and first aid matters;
- Monitor the general safety programme on behalf of the Head teacher;
- Make recommendations to nominated governor for matters requiring immediate attention, e.g. changes to legislation, outcomes of safety inspections;
- Make recommendations to the Head teacher on matters of safety policy in compliance with new and modified legislation;
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, students (as appropriate);
- Liaise with outside bodies concerned with H&S e.g. LA Health, & Safety team;
- Monitor accidents to identify trends and introduce methods of reducing accidents;

### **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 group leaders are 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 Health and safety team – Head, Caretaker, Gov and SBM**

- Prepare reports on safety matters for the meeting of the
- 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.
- 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 Subject leaders 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 for the immediate safety of the students in their classroom. Teachers are responsible for their own classroom and their 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 Technician/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

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 rooms 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 **Office** 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.

### **3.1.12 Site Manager/Caretaker**

The Site Manager/ Caretaker 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;

### **3.1.13 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.

#### **3.1.14 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. 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/site manager/caretaker for them to rectify or, failing that, reporting to James Lewin and 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 other council policies such as Safeguarding, Asbestos and the Management of Contractors.

#### **3.1.15 Catering Contractor**

The school buys into a traded service for School Meals via the councils contract with Caterlink. The specific requirements of the contract are covered by a Service Specification which outlines the requirements of all parties. The contract provides for Caterlink staff to have

access to and responsibility for the health and safety of the operation of the kitchen during the specified contracted hours. School staff will not enter or be present within the kitchen during these contracted periods. The traded service with the School Meals Team provides for the following:

- All reactive maintenance associated with kitchen equipment (e.g. call out for equipment faults, repair, replacement of equipment)
- Servicing of kitchen equipment
- The cleaning and inspection of canopies and filters
- The servicing of insectocutors
- Ensuring the internal fabric of the building (excluding windows, doors, roofs) is maintained to ensure compliance with relevant Food Safety legislation.

The LA maintain responsibility for the building as Landlord. The specific responsibilities for the maintenance of catering kitchens are outlined in the [‘Definition of Responsibilities of LEA and Community Schools in relation to building and Grounds Maintenance’](#) document on BEEM. Planned and preventative maintenance of kitchen equipment is undertaken through a traded service (Term maintenance) with Property & Design within the Council. Boilers and boiler servicing are covered within the Mechanical Services contracts.

Where the school permits others to use the kitchen outside of contracted hours (e.g. the PTA,) the responsibility for the health and safety and management of risk falls with the School. The school will satisfy themselves that appropriate insurance, risk assessment, equipment training, COSHH training and food safety qualifications are in place as required. Schools are advised to keep signed copies of any training provided the catering contractor relating to safe use of equipment/chemicals in the kitchen area.

Should the school identify any health and safety concerns with the catering contractor, these should in the first instance be raised with the Catering Manager onsite and the councils School Meals Team should be made aware by email at the same time.

### 3.1.16 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.

### 3.1.17 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. James Lewin – School Business Manager will ensure that volunteers have the necessary safety information, please refer to the schools safeguarding policy.

## 3.2 Resources Committee

The School Resources Committee representing the various groups within the School is comprised of:

- Head teacher
- F4 members of the Governing Body (including the Chair of Governors)
- 1 Member of senior management team
- 1 staff representative (teaching staff)
- Health and Safety Governor
- Union Safety Representatives (1 representative from each of the recognised staff unions)

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
- Health and Safety Coordinator
- Site Manager/Caretaker

#### 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 carried out by School Business Manager. They will also contact:

- A member of the Senior Management Team - [for information]
- Deputy Head teacher - [if students are involved]
- Site Manager/Caretaker – [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](mailto: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. (The needs assessment must identify provision for term time and out of term time if the school is still in use):

- There will be at least 20 people on the staff who have current first aid training, of which 5 will be qualified first aiders and 15 will be appointed persons.
- There will be 2 paediatric first aiders

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 also published in school in the

First aid boxes are kept in the main office and First Aid room. 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 the main office and staff room.

All injuries which come to staff attention, no matter how slight, are recorded in the First Aid Book and/or HS2 Incident form. There is a first aid book and "bump notes" 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, staff contact Euan Hanington or in their absence Sarah Kirby. 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, Euan Hanington 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.

James Lewin 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. James Lewin monitors accidents to identify any trends. The H&S Governor 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 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 staff counselling and staff wellbeing advice. Rudyard Kipling buys into the Local Authority Occupational Health service have access to a staff counselling, information and advice service, 24 hours a day/365 days of the year.

**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 by:

- Buddy system
- Occupational Health
- Regular appraisal
- Return to work after absence
- Open door policy
- Staff and wellbeing group
- Respect and dignity at work policy
- Staff stress RA when appropriate
- Governor support/complaint procedure
- Inclusion team, supervision sessions
- Staffing item on meeting agenda

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** - (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                      School Business Manager / Site Manager
- Curriculum                    Curriculum Co-ordinators

- Off-site Visits            Group Leader/EVC
- Individual/specific        SENCO

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 electronically on the school system and hard copies in the SBM office.

### 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](#) – this link takes you to the A-Z H&S Standards and Guides page on BEEM – See section V- Z.)

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.

Andy Poole 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. Andy Poole 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. Andy Poole 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. Andy Poole 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.



### **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 / Caretaker. 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 James Lewin. 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.

An EICR (Electrical Installation Condition Report) is at least every 5 years. Faults identified by the EICR will be addressed in the timescales recommended. Health and Safety legislation requires that employers take reasonable steps to ensure the safety of electrical appliances in

the work place. As part of providing this assurance we have a regime of PAT (portable appliance testing) based on Brighton and Hove City Council's HS-G-65 'Electricity at Work' Guide. Andy Poole is responsible for maintaining accurate records of the testing, 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 Andy Poole 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. Rudyard Kipling may choose to prohibit electrical equipment being brought in except under exceptional circumstances. 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 Steve Chennells. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by the school.

Where manufacturers' instructions are not available, the school 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.

### **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 two pupils per piece of equipment or mat. Close supervision is maintained at all times.

SENCO 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.

### **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 caretaker/site manager undertakes an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The caretaker/site manager reports all hazards, obstructions, defects or maintenance requirements that they have been unable to resolve to James Lewin. 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 Andy Poole. 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 James Lewin / Sarah Kirby. 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 the Site Manager/caretaker.

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, students and visitors to the school will prevent problems arising. Any member of staff or visitor detecting a potential problem will report immediately to.

Machinery with the potential to create hazardous levels of noise will be maintained and inspected in accordance with the manufactures instruction to ensure noise levels are kept to a minimum. Noise will be considered as hazard within departmental risk assessments as appropriate.

### **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.

### **3.7.15 Administration of Medicines**

The School follows the council’s Administration of Medicines Policy and administration of medicines and consent forms and recorded by the school. The school maintains consent forms and records of medicines administered.

## **3.8 Training and Information**

A training needs analysis is undertaken by James Lewin to identify the mandatory health and safety training required for each member of staff and is reviewed annually. The head teacher/ Heads of Department 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/induction] 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:

- SMT include health and safety as part of the agenda of their regular meetings;
- The governors' agenda and head teacher's report to the governors both have health and safety as standing agenda items.

#### **3.9.1 Inspections**

To maintain and improve standards throughout the school a termly premises inspection takes place and records kept. The school is inspected by Craig Munro, H&S Governor and is reported to the resources 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.

### **3.10 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	Craig Munro
Health and Safety Coordinator	Euan Hanington
Educational Visits Coordinator	James Lewin / Sarah Kirby / Lindsay Vaughan
Curriculum Coordinators  PE ICT Science Literacy Numeracy Music	Niall Wynne / Dan Mackarness Stevn Chennells Alice Guthrie / Corinne Lovis Lindsay Vaughan / Becky Lee-Bull Jodie Moore/Steve Jones Steve Chennells / Corinne Lovis
First Aid Coordinator	Office staff
Person responsible for reporting Accidents/incidents	James Lewin
Trade Union Safety Representatives	Emily Morgan (NUT)
Health and Safety Committee	Resources Committee
First Aiders (3 day)	Deborah Mills Gina Masero Kat Mitchell (paediatric) Ashton Farrow Ang Vernon Lisa Manley Rebecca Lee-Bull Sandy Robinson (paediatric) Effie Powell (paediatric)  Support staff (19) – Appointed persons

**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	Online
First Aid administered	First Aiders & Appointed Persons	Main Office
Fire Risk Assessment	Head teacher/Staff	Online
Asbestos Management Plan	Head teacher/Staff	Reception
Medicines administered	First Aider/Secretary	Main Office
Risk Assessments	Head teacher/Staff	Online/SBM Office
COSHH Assessments	Head teacher/Staff	Site Office / Online
Electrical Tests	LEA approved contractor	Site Office / Online
Maintenance of machinery and equipment	LEA approved contractor	Site Office / Online
DSE Assessment	H&S Coordinator	Online
Manual Handling Assessment	Heads of relevant Departments	Site/SBM Office
Training of staff & students	H&S Coordinator	SBM Office
Violent incidents	Staff involved in incident	Deputy Head Office
Testing of Equipment	LEA approved contractor	Site Office / Online
Accident Investigations	Staff involved in accident	Online
Noise Assessments	LEA approved contractor	n/a
Legionella testing	Site Manager/Caretaker and LEA approved Contractor	Site/SBM Office
Monitoring Reports	H&S Coordinator	SBM Office

