

# HEALTH AND SAFETY POLICY



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Reviewed: Summer Term 2024  
Next Review: Spring Term 2025

## Statement of Intent

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Illuminate Minds Trust.

The employer and the governing body is responsible, under the Health and Safety at Work Act 1974, for making sure that a school has a health and safety policy. This should include procedures for supporting pupils with medical needs, including managing medication.

The Governors and CEO recognise and accept their responsibilities under law for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The Trust is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body, CEO and Head Teacher.

In particular the Governing Body and CEO and Head Teacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work-related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and CEO also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc., or anyone who is or may be affected by the schools' activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and CEO will ensure adequate resources, including finance to implement the Policy.

The Governing Body and CEO are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and CEO's commitment to continuous improvement in the schools' health and safety performance. For the Policy Document to be effectively implemented, the school requires the full cooperation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

## **Organisation**

### **Responsibility of the Governors, CEO & Head Teacher**

The Governors, CEO and Head Teacher are responsible for implementing this policy within the school. In particular, they will:

- monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- make arrangements to draw the attention of all staff employed at the school to the school safety policy and procedures and of any relevant safety guidelines;
- make arrangements for the implementation of the school's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
- make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
- ensure that regular safety inspections are undertaken. (A Health and Safety team comprising of Estate Manager, health and safety co-ordinator and Head Teacher) will inspect all school premises and property once a term).
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
- address any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. N.B. The Governing Body will deal with all aspects of maintenance which are under their control, report to the Head Teacher any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
- monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Head Teacher in the management of health and safety at the school. Such delegated responsibility is assigned to the Estate Manager / Caretakers;
- coordinate arrangements of the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained;
- ensure visitors and contractors are aware of and observe school safety rules.

N. B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

## Responsibility of Staff Towards Pupils and Others in Their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including pupils;
- be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that all these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used along with the appropriate car insurance.

NB. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Head Teacher.

## Responsibilities of all Employees

All employees have a responsibility under the Act to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- cooperate with the Governing Body, CEO and others in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head Teacher;
- ensure that tools and equipment are in good condition and report any defects to the Head Teacher;
- use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ensure that offices, general accommodation and vehicles are kept tidy;
- ensure that any accidents, whether or not any injury occurs and potential hazards are reported to the Head Teacher.

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEAD TEACHER**

Please note the following:

- it must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage;
- whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employees concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards;
- all volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

## **Responsibility of Pupils**

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- observe all the safety rules of the school and in particular the instructions of teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

NB. The Governors, CEO and Head Teacher will make pupils (and where appropriate parent/carers) aware of these responsibilities through direct instruction, notices and the school prospectus.

- To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Steven Hallinan – Estates, Health and safety

Responsible for compliance across the trust schools in relation to GEMs, ensuring that all Premises RA are reviewed and up to date.

To undertake periodic health and safety learning walks, arrange Internal audits undertaken by all staff and review findings, to set up and implement action plans, working with head teachers and health and safety coordinators in achieving a positive health and safety culture, To support the trust schools in meeting responsibilities and best practices in relation to health and safety.

## **Arrangements**

### **Risk Assessment**

The Trust takes a proactive approach to managing risks and has developed a register of risks for current activities. Any new activities must have a risk assessment carried out to minimise and manage risks, generic risk assessments must be updated annually or earlier if required. A template for a risk assessment can be found at the end of the document (Appendix 1) together with instructions on completing a risk assessment (Appendix 2).

### **CPD**

All staff will have the opportunity to receive Health and Safety training as part of the school CPD cycle. This could include whole school input during a training day or focussed CPD.

### **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery personnel) are expected, as far as reasonably possible, to observe the safety rules of the school.

## Lettings

The Governors, CEO and Head Teacher must ensure that:

- the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Head Teacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

## Fire and Emergency Evacuation Procedures

- The school's procedures for fire and emergency evacuation are appended. They are also posted around the school.
- These procedures will be updated as appropriate.
- The log book for the recording and evaluation of practice and evacuation drills is available.

## Lockdown Procedure

Each Trust school has a Lockdown Procedure that should be referred to alongside this policy.

## Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

## Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours must carry out a workstation risk assessment and are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of £45.00. If you are a DSE user and would like the school to provide an eye-test, please contact the School Finance Manager who will either be able to provide a voucher or will be able to advise on a reimbursement method.

## First Aid and Accident Reporting Procedures

- First aid is available in the Medical Room.
- The names of the first aiders are listed on posted notices.
- The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Head Teacher. Medical Tracker is the Trust's on line recording and reporting system for all accidents incidents and administration of first aid. All staff are trained in the use of this system and the arrangements to be followed if the person injured is a child, or unable to log the accident, or who is not an employee of the Trust.
- The arrangements for first aid for sports, outdoor pursuits, residential trips and field trips are the responsibility of the supervising staff.
- For those pupils with medication a health plan is drawn up and kept in the medical room. If required during the day, a named person will be identified on the plan to administer the form of medication.

- Trust staff do not administer medication unless directed on a health plan. It is the responsibility of the parent/carer to undertake this and make arrangements. If required parents can arrange for medications to be deposited at the office for safekeeping for the pupil to self-administer.
- Annual training is undertaken for Epipen, asthma and epilepsy.
- On a residential, it is the responsibility of the Group Leader to take responsibility of the situation and make not only themselves but their colleagues aware, of the First Aid procedures of the site. If considered appropriate, the parent and the Head Teacher will be notified and a record of the accident recorded in a book. If hospital treatment is required, the Group Leader must attend with the child, whilst letting both the parents and the Head Teacher know of the situation. Following the hospital visit, the Group Leader must update parents and the Head Teacher of any treatment and the recommendations. At this stage, there might be a recommendation for the child to be collected by the parents. A full debrief by the Group Leader with the Head Teacher must take place on the return to school. Any records must be kept in the pupils file and a phone call made by either the Group Leader/ Head Teacher to the parents as a courtesy follow up
- On a day trip, it is the responsibility of the Group Leader to take responsibility of the situation and make not only themselves but their colleagues aware, of the First Aid procedures for the visit. If considered appropriate, the parent and the Head Teacher will be notified and a record of the accident recorded on their return to school. If hospital treatment is required, both the parents and the Head Teacher must be notified. In the absence of any available family member, then the Group Leader must attend the hospital with the child. Following the hospital visit, the Group Leader must undertake a debrief with the Head Teacher Any records must be kept in the pupils file and a phone call made by the Group Leader/ Head Teacher to the parents as a courtesy follow up.

## School Security

- School security is reviewed on an ongoing basis by the CEO, Head Teacher, Chair of Trustees and SBM in liaison with the Estate Manager.
- An entry phone system is in operation along with a fob system (Pelham) to release external doors and gates to the field. A secure electronic entry system is in operation at Fairford Academy Barnehurst with keypad entry.
- CCTV is in operation.
- A barrier system is in operation to the car parks. Only school staff and the Hearing Impairment Provision escorts are allowed in the car park (Pelham only). At Fairford Academy Barnehurst the car park is also used by visitors accessing the Children's Centre.
- Access to the car park and entry phone system is located centrally within the school office.
- In the case of a breach of security the police would be called, this would be followed up by informing the Chair of Governors and Governing Body. This is the responsibility of the CEO, Head Teacher or Deputy Head Teacher / Assistant Head Teacher in his/her absence (see **Critical Incidents Plan**).
- A single central register is in place, no adult who is not in possession of enhanced Disclosure and Barring clearance will be allowed unsupervised on site.
- Monies are collected by a security company in accordance with the school's finance manual. If office staff are required to take cash to the bank, this is carried out in accordance with the school's finance manual.
- An inventory of equipment exceeding the value of £500 is in place and kept up to date by a member of staff within the office in accordance with the Finance Manual. Serial numbers are kept for identification in case of theft and all items are marked with a security marking. Any items thought to be mislaid or stolen must be brought to the attention of the CEO, SBM and Head Teacher.

Please also refer to the following documents: -

- Child Protection and Safeguarding Policy
- Risk Assessments
- Contractors on site
- Corridors
- Display Screen Equipment

- Displays
- Fire and Emergency Evacuation Policy
- Manual Handling
- PE
- School Trips
- Slips and Trips
- Staff Working Alone
- Storage rooms
- Stress
- Traffic on site
- Volunteer Helpers
- Work Experience
- Working at Height
- Disaster Recovery File
- Personal Emergency Evacuation Plans
- Lockdown Procedures
- Fire and emergency evacuation procedures
- School Emergency Management Plan

## Premises

The following checks **must** be carried out periodically to ensure the buildings are compliant with law and health and safety requirements, it is the Premises Manager's responsibility to ensure these are undertaken within the required time scales: -

- Annual Gas Service
- Asbestos Management Plan updated annually
- Asbestos Register review and update annually
- Data and COSHH Sheets are kept up to date
- Fire Alarm annual service
- Fire Alarm weekly tests
- Fire drills tested termly
- Fire Risk Assessment (required every year and reviewed annually)
- Five Year Electrical condition survey
- Gymnasium equipment for internal and external equipment- annually
- Ladder Register – Every 6 months
- Legionella Risk Assessment and monthly checks
- PAT Test – Annually



HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	Severity	Likelihood	Score	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE

## Appendix 2

### Risk Assessment Process

#### Risk Assessment Process

Develop a **risk register** for all activities within scope i.e. science labs, PE, trips etc.

For each given activity use a **hazard menu** to determine which ones are applicable

Determine **who** is at risk

Determine the **existing controls** related to each identified hazard

**Rate** each hazard separately for probability and severity (based on existing controls)

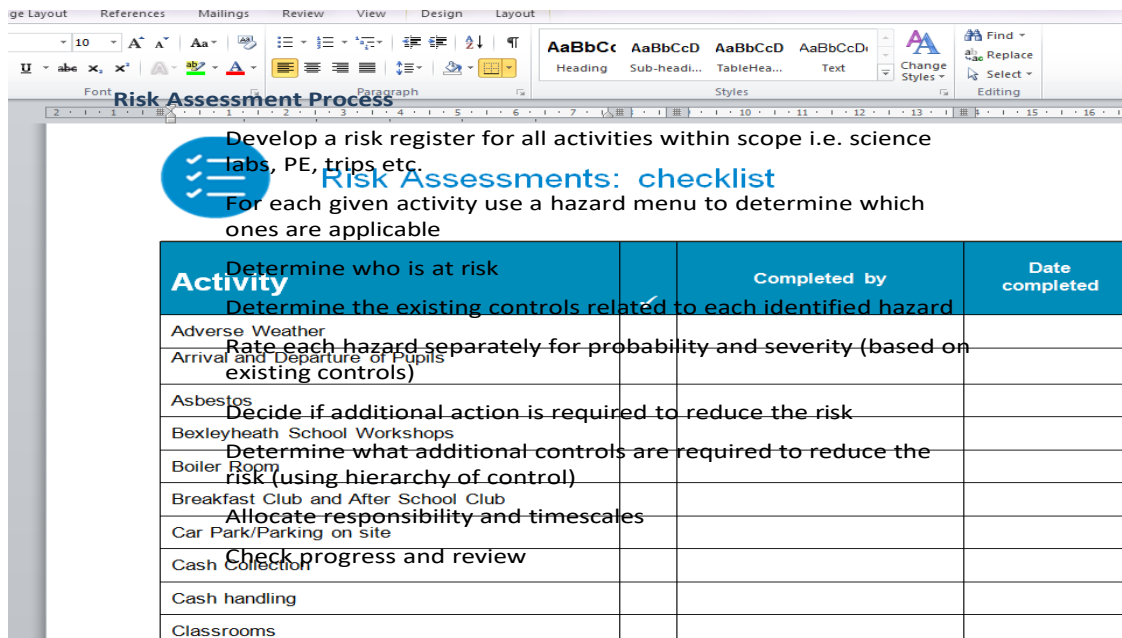
Decide if additional action is required to reduce the risk

Determine what additional controls are required to reduce the risk (using hierarchy of control)

Allocate responsibility and timescales

Check progress and review

### Risk Register Example



The screenshot shows a Microsoft Word document with the following content:

- Risk Assessment Process**
- Develop a **risk register** for all activities within scope i.e. science labs, PE, trips etc.
- For each given activity use a **hazard menu** to determine which ones are applicable
- Determine **who** is at risk
- Determine the **existing controls** related to each identified hazard
- Rate** each hazard separately for probability and severity (based on existing controls)
- Decide if additional action is required to reduce the risk
- Determine what additional controls are required to reduce the risk (using hierarchy of control)
- Allocate responsibility and timescales
- Check progress and review

**Risk Assessments: checklist**

Activity	Completed by	Date completed
Adverse Weather		
Arrival and Departure of Pupils		
Asbestos		
Bexleyheath School Workshops		
Boiler Room		
Breakfast Club and After School Club		
Car Park/Parking on Site		
Cash Collection		
Cash handling		
Classrooms		

## Identify Hazards

### Hazard Menu

Health hazards	Physical hazards	Mechanical hazards	"Other" hazards
*Hazardous substances (other than those listed below)	*Fire/explosion (including flammable liquids and gases)	Moving vehicles (internal environment)	Contractors
Asphyxiants (e.g. nitrogen and carbon dioxide)	Slipping & tripping	Moving vehicles (external environment)	
*Asbestos	Hot surfaces/conditions	*Moving parts of machinery	
*Noise	Electricity	Ejected or flying objects	
*Vibration	Confined space(s)	Equipment stability (including racking & storage facilities)	
*Lead	Extreme cold		
*Micro-organisms (e.g. Legionella & Leptospira)	Falling objects (including the use of cranes & other lifting equipment)		
*Ionising radiation (e.g. $\alpha$ particles and x-rays)	Falling people (e.g. working at height & on fragile roofs)		
Non-ionising radiation (e.g. IR & UV radiation)	Stored energy (e.g. pressure systems)		
*Manual handling	Drowning		
*Repetitive strain from manual work	Injection (e.g. needle sticks & compressed air)		
*Repetitive strain, specifically from the use display screen equipment	Bullying and Violence		

## Determine Who is at Risk

### Risk Assessment Process

#### Those at Risk

You should detail those persons at risk from each identified hazard. This could include:

Staff

Pupils

Parents

Governors

Contractors

Volunteers

Other visitors

## Identify Existing Controls

Risk Assessment Process

Existing Controls

These are the control measures, for hazards, that you already have in place and can include the following:

Guards on machinery

Statutory inspections and preventative maintenance

Training

Audits and inspections

Personal protective equipment

Effective control measures will reduce the probability of a hazard causing injury or ill health.

## Rate remaining hazards identified

Risk Assessment Process

### Hazard Rating Matrix

Probability	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		Severity		

What do risk scores mean?

1 - 3 Tolerable - no further risk controls required

4 - 5 Risk to be reduced as far as is reasonably practicable

6 - 9 Unacceptable risk - urgent action is required to mitigate and reduce exposure to risk

## Identify Control of the Hazard

Risk Assessment Process

Hierarchy of Control

- Eliminate the hazard
- Reduce the hazard
- Prevent contact with the hazard
- Introduce a safe system of work
- Provide personal protective equipment

Once additional controls have been agreed you need to determine who will take responsibility for ensuring they are implemented. You should assign a target date and also detail when the action is complete.

## Manage the Hazard

Risk Assessment Process

Hierarchy of Control

- Eliminate the hazard
- Reduce the hazard
- Prevent contact with the hazard
- Introduce a safe system of work
- Provide personal protective equipment

Once additional controls have been agreed you need to determine who will take responsibility for ensuring they are implemented. You should assign a target date and also detail when the action is complete.

## Emergency Evacuation Assessment

### Why this form is important?

The Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the Disability Discrimination Act 1995 and The Fire (Scotland) Act 2005, place duties on Pelham Primary School to implement effective arrangements for access and emergency evacuation for employees and visitors. We would ask that you complete this form so that we may establish any particular needs that you may have to enable you to safely evacuate the building. Any detail you provide will be handled in confidence and stored only, with your consent, with the necessary parties required to ensure your safety and that of others.

**This form is confidential.**

**Employee Name:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Description of Duties**

**Date Completed:** \_\_\_\_\_

**A: Normal Area of Work**

## B: Evacuation Details

1. If your building takes you to more than one location in the building to which you are based please describe these areas.

*Continue on a separate sheet if required.*

2. Would it help you if you were to be provided with a written emergency evacuation procedure?

Yes:

No:

3. Do you require the emergency evacuation procedures to be provided in an alternative format e.g. BSL, Braille, tape, large print etc?

Yes:

No:

4. Do you have any problems reading and identifying the signs that mark the emergency exits and evacuation routes to the emergency exits?

Yes:

No:

5. Do you have any problems hearing the fire alarm(s) provided in your place(s) of work?

Yes:

No:

6. Would you experience any problems raising the alarm if you discovered a fire?

Yes:

No:

7. Is anyone designated to assist you to get out in an emergency?

Yes:

No:

Don't Know:

8. Are you likely to experience difficulties independently traveling to the nearest emergency exit for a safe and timely evacuation?

Yes:

No:

Don't Know:

9. Do you find the stairs difficult to use?

Yes:

No:

10. Are you dependent on a wheelchair for mobility?

Yes:

No:

11. If you use a wheelchair would you have problems being able to transfer from your wheelchair without assistance?

Yes:

No:

12. General Comments (to include any relevant information not already identified above)

**If you have ticked "YES" to any of the above then the Personal Emergency Evacuation Plan should also be completed**

### **Personal Emergency Evacuation Plan**

This form should be completed for an employee who requires assistance with ANY aspect of emergency evacuation. The plan should include assistance required from the point of raising the alarm to passing through the final exit of the building.

Any detail you provide will be handled in confidence and stored only, with your consent, with the necessary parties required to ensure your safety and that of others.

A copy of the completed form will be held by:

- Employee
- Employee's department manager
- Fire co-ordinator (for each building identified)

Note: This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur (of the building or employee).

#### **A: Alarm System**

1. I am able / unable to raise the alarm (delete as appropriate).

If unable to raise the alarm independently please detail agreed alternative procedures.

2. I am informed of an emergency evacuation by:

Existing audible alarm system:

Vibrating pager:

Visual alarm system:

Other (please specify):

**B: Evacuation Procedure (step by step account starting when alarm raised and finishing on final exit)**

**C: Designated Assistance (details of EVAC Team roles designated to assist in executing evacuation plan)**

**D: Equipment Provided and its Location**

**E: Safe Routes (description of the primary and secondary escape routes)**

*A building layout plan should be attached to this form with routes clearly marked.*

I am aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above:

**Employee Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Employee Name (please print):**

\_\_\_\_\_

**Assessor Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur (of the building or employee).**