



HEALTH & SAFETY POLICY and PROCEDURES

Based on the Local Authority Model



**Blatchington
Mill School**
Involvement, Achievement & Care

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
Jan 2012	1	Creation of document	KB
10/12/13	1	Transfer of content to new format	KB
22/8/17	1	Review	KB
16/11/18	1	Review	JP/KB
13/3/19	1	Review	JP
13/9/19	1	Addition of Catering Contractor responsibilities	KB

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Section 1: General Policy Statement

The head teacher and governors of Blatchington Mill 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 safeguarding and wellbeing of our students continues to be a priority and the leadership of the school are clear that these two principles are not exclusive.

The headteacher 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, carers, 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.

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Signed

Headteacher

Date 29/01/2024

This policy was endorsed by the Board of Governors at their meeting on 7th December 2023

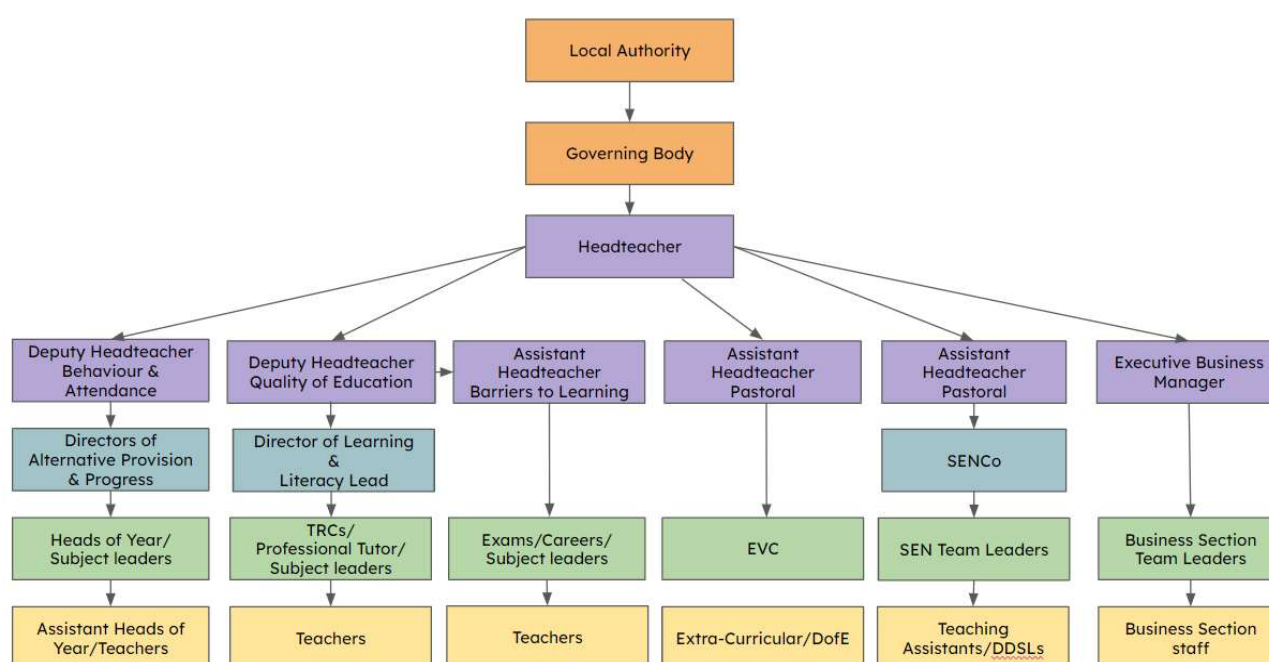
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Section 2:

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

Ultimately, the responsibility for all School organisation and activity rests with the Head teacher. However, all staff have health & safety responsibilities with the specific lines of delegation being set out as shown below.



Section 3. Arrangements for Health & Safety

Brighton and Hove Local Authority has ultimate responsibility for health and safety matters in the school but delegates responsibility for the strategic management of such matters to the school's governing body. The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

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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 at least one Health & Safety Governor and maintain a Health & Safety committee.
- Ensure there is adequate provision 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 Lead in order to enable the Governing body to monitor the adequacy of arrangements and take any action necessary;
- Ensure appropriate performance management processes are maintained to enable all staff to discharge the duties and arrangements set out through this policy.

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3.1.2 All Staff

Each member of staff is 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.

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3.1.3 Headteacher

The Headteacher 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 Lead, 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 school's 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 the senior management team to undertake this activity.
- 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;

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- 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 school's operations are in place, regularly reviewed and information is communicated to relevant staff, available in the shared curriculum drives.

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The Deputy Headteacher nominated as Site Lead 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 Deputy Headteacher (Teaching & Learning)

The Deputy Head teacher is responsible for staff training within the school and in particular (in consultation with the Headteacher and Health and Safety Lead) for the identification and organisation of health and safety training of sufficient numbers of staff to comply with legislative requirements and good industry practice. In particular, they will ensure:

- All staff receive appropriate health and safety training at induction
- Adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
 - o First aid
 - o Fire and emergency evacuation
 - o Undertaking risk assessments in accordance with the schools risk assessment list and guide.
- Staff receive appropriate training so that they may carry out their work in a safe manner;
- Sufficient staff are adequately trained to undertake teaching duties that relate to or affect health, safety and welfare.

3.1.5 The School Health & Safety Lead— The Business Manager

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

- Make an annual report, assisted by the Heads of Department/suitably experienced and competent persons, on safety matters to the Headteacher and the Board of Governors;
- Assist with inspections and safety audits;

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- 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 program on behalf of the Headteacher;
- Make recommendations to the appropriate heads of curriculum and business departments for matters requiring immediate attention, e.g. changes to legislation, outcomes of safety inspections;
- Make recommendations to the Headteacher 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;
- Ensure that site specific risk assessments and those relating directly to the work of the facilities team (including cleaners) are accurate and up to date.

3.1.6 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 Headteacher in the management and evaluation of educational visits;

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- 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 School's Health & Safety Lead who will inform the LA Health & Safety Team where required.

3.1.7 Heads of Departments/Curriculum and Managers within Support Departments

Each Head of Department and Managers within Support Departments 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 School Health and Safety Committee
- Attend to defect reports and recommendations from the Head teacher, staff, Safety Representative and Health and Safety Lead;
- 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.

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Specific Duties related to the Curriculum

- 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.
- Nominate, in conjunction with their manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
- Notify the Headteacher 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 Department for the immediate safety of the students in their classroom. Nominated teachers are responsible for their own classroom, laboratories and workshops 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 Science, DT/Technology, Food, Art, Textiles and PE teachers.

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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 Staff with additional levels of responsibility within the structure of the school including but not limited to Senior Leaders, Heads of Department, Team Leaders, Technicians

- As part of the shared responsibility for the health and safety of themselves and others, all staff are required to report promptly and effectively all urgent or serious concerns to the School Health & Safety Lead or in their absence to the Headteacher.
- All staff will follow the school line management structure in order to report routine and low-level concerns, defects and remedial action required.
- Or -
- All staff will report routine and low-level concerns to their line manager and the Facilities Team using bmsfacilitiesmaintenancerequests@blatchingtonmill.org.uk
- Departmental Heads will ensure that their work areas are checked thoroughly every term reporting defects to the Facilities Team.
- Many school activities will require specific risk assessments and the adoption of appropriate control measures because of the activities being actually or potentially hazardous. The Departmental Head must ensure that these risk assessments are carried out, shared appropriately, adhered to, stored centrally and reviewed.
- Some students may have conditions or behaviour that mean that they pose a heightened level of risk to themselves or others. Heads of Years must ensure that

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risk assessments are carried out for these students and that the resulting documents are shared appropriately, adhered to, stored securely and reviewed.

3.1.11 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's first aid/ medical room 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.); via the shared document recording health concerns accessible on Staff Channel;
- Ensure the monitoring, maintenance and stocking 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 school's procedures.

3.1.12 RIC Supervisor

- The RIC Supervisor is responsible for the general arrangements for health and safety in the library areas of the School. Additionally, the RIC Supervisor will:
- Undertake and implement risk assessments for the library and any specific activities within their area of responsibility and ensure that safe working procedures are followed personally;

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- Be familiar with the general, emergency and particular safety rules that apply to their area of work;
- Ensure that the library and the other areas under their control are tidy and good housekeeping procedures are followed;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is made available for testing on an annual basis.
- Satisfying the school that the instruction, training and supervisory arrangements have been properly thought through.

3.1.13 Facilities Manager

The Facilities 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 Headteacher, staff, Safety Representative and Health and Safety Lead;
- 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;
- Be responsible for the preparation, sharing and review of site-specific risk assessments and those risk assessments relating directly to the work of members of the Facilities Team, including Cleaners.

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3.1.14 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.

3.1.15 Staff Liaising with Contractors – Default responsibility of the Facilities Manager

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 behavior/ practice. Such action could include reporting the matter to the Headteacher/Facilities Manager or Health & Safety Lead for them to rectify or, failing that, to the LA Health & Safety Team.

Staff must ensure that contractors, prior to their arrival on site, provide all documentation to demonstrate they are compliant with H&S requirements. Staff must ensure that a contractor arriving at site reports to Reception and that a nominated person ensures the

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contractors are informed of any hazards on the school site e.g. providing access to the asbestos register and being informed of any other works taking place. A site induction must be carried out with all contractors prior to works beginning. Approval must be gained by the contractor to start work. Only those staff nominated by the Headteacher 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.

3.1.16 Catering Contractor

The school has a contract with Innovate, part of Impact Food. The specific requirements of the contract are covered by a Service Specification which outlines the requirements of all parties. The contract provides for catering staff to have access to and responsibility for the health and safety of the operation of the kitchen during the specified contracted hours. The contractor is expected to work closely with the school and to notify the Facilities Manager promptly of any defects or other concerns. The school retains responsibility 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 Local Authority 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 &

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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.

3.1.17 Students

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 behavior appropriate to the working situation.
- Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- Not willfully misuse, neglect or damage things provided for safety.

3.1.18 Visitors

The Headteacher and governors are responsible for the 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 member of staff 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. During school operational hours the Receptionist will ensure that visitors and volunteers have the necessary safety information, please refer to the schools safeguarding policy.

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3.2 School Health and Safety Committee

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

- At least 1 Member of the Governing Body
- 1 Member of senior management team
- Health and Safety Lead (member of Senior Leadership Team)
- Union Safety Representatives (1 representative from each of the recognised staff unions)
- First Aid Lead
- Member of Child Protection Team
- Operations Manager
- Facilities Manager
- Educational Visits Coordinator

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 students.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.

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- To encourage effective communication regarding health, safety and welfare matters.
- Consider information, statistics and reports relating to health, safety and welfare matters;
- 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.

3.3 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 Headteacher
- The Senior Leadership Team
- Health and Safety Lead
- Facilities Manager
- Publicity and PR 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 communicate 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.

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- Assess the nature, degree and likelihood of threats to the school's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the school's 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 whoever discovers the emergency. It is the responsibility of the Health and Safety Lead to ensure that the appropriate emergency services are summoned.

The person calling the emergency services must inform:

The Headteacher, the PA to the Headteacher or the Health and Safety Lead as soon as possible but without delaying in the contact with the emergency services.

The councils Emergency Planning and Resilience Team will provide the school with advice, support and equipment and undertake a coordinating 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 schools fire risks, how they are managed and the instructions to be followed in the event of an emergency.

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In the event of a suspected bomb threat, the Crisis Management Team will liaise with the Police, LEA and Fire Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, students, 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 Councils 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):

During term time

- There will be at least 16 people on the staff who have current first aid training, of which 2 will be qualified first aiders and 14 will be appointed persons.
- When school is not open to students
- There will be at least 1 qualified first aider and their contact details will be displayed at signing in points.

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 a list available to all staff via Staff Channel/Health & Safety shared drive.

The locations of First aid boxes are shared with staff via a list on Staff Channel/Health & Safety shared drive. 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 shared with all staff via Staff Channel/Health & Safety shared drive

All injuries which come to staff attention, no matter how slight, are recorded in the First Aid Log and/or HS2 Incident form, these forms are coordinated by the First Aid Coordinator. In

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case of doubt as to whether or not a child's parent/carer should be immediately alerted, staff contact First Aid Coordinator or in their absence First Aid Assistant. 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/carer will be informed of the school's arrangements for First Aid each school year.

3.4.3 Administration of Medicines

The School follows the council's Administration of Medicines Policy. The school maintains consent forms and records of medicines administered.

3.4.4 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. unless the injured party can be escorted to the medical room, only when it is completely clear that the injured party is obviously able should they be expected to take themselves to the Medical Room
- 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, the First Aid Coordinator or in their absence the First Aid Assistant is responsible for arranging for a member of staff to transport the student/staff to hospital. If a vehicle other than a taxi is used, a second member of staff (in addition to the driver) will be present to care for the student.

The member of staff taking the injured person will:

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- Stay with the injured person and return to school with them if appropriate 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 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 log book or Incident Report form HS2. If the incident involves intentional violence/harassment or verbal/written abuse by a perpetrator who is over the age of 16, it will be reported using the HS3 Incident Report Form.

The Health and Safety Lead ensures that the electronic forms are completed and emailed to the council's 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 by the school. Managers are responsible for coordinating investigations to identify learning points and prevent a re-occurrence. The investigation is recorded on Part B of the HS2 form. The Health and Safety Lead monitors accidents to identify any trends. The Health and Safety Committee also receive information on accidents on a termly basis. The Health & Safety team will investigate 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

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people's cigarettes). In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy across the school site.

Whilst the use of electronic cigarettes, e-cigarettes or vapes 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 across the school site.

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 judgement is impaired will be excluded from work and will be subject to disciplinary procedures.

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

Schools staff have access to free and confidential counselling 24/7 365 days of the year, the contact details are regularly shared with staff and they are available to all on the Staff Channel/Health & Safety Shared Drive. The service at the time of writing is via Care First.

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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 considers staff wellbeing by encouraging openness between staff and their line managers. When staff declare that they are or are thought to be experiencing mental health difficulties an appropriate manager will discuss this with them. When the workplace is thought to be a contributing factor a workplace stress risk assessment is carried out.

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 breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children.

The following procedure is in place:

- Female staff are required to inform their Line Manager and Human Resources as soon as possible and in writing when pregnancy has been confirmed.
- The First Aid Lead 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.

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- The Health and Safety Lead 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 school's 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 Facilities Manager
- Curriculum Curriculum Coordinators
- Off-site Visits Trip Leader with support of EVC
- Individual Students Assistant Head of Year with support of First Aid Lead
- Individual Staff Line Manager with support of Health & Safety Lead

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

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followed. Copies of these assessments are held in the shared drive Staff Channel/H & S.

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 council's [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.

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The Facilities Manager is / are 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 Slips, Trips and Falls

Across all workplaces there is potential for high incidence of slips, trips and falls. These risks are included in several risk assessments rather than being risk assessed in isolation. These foci are frequently included in documented site walks as well as a key component of the daily visual inspections carried out by the Facilities Team and the half termly inspections completed by all staff.

3.7.3 Lone Working

This is a large site and it is easy to be isolated, working alone carries with it an increased risk from a range of hazards. Staff are informed of this as being an area of higher risk and those individuals whose work is likely to include lone working are aware of control measures to be implemented to minimise the risk. The school has a specific Lone Working risk assessment as well as referring to this practice within risk assessments related to a range of activities. Staff have been instructed not to carry out any high-risk activities whilst working alone.

3.7.4 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:

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TransportProjects@brighton-hove.gov.uk and
hometoschooltransport@brighton-hove.gov.uk

Health and Safety Lead is responsible for ensuring vehicle safety arrangements are in place including risk assessments.

3.7.5 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 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 Facilities 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 Facilities 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.

3.7.6 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 regular monitoring as directed by the risk assessment will be undertaken by the Facilities Team under the direction of the Facilities Manager. Legionella awareness training is mandatory for all duty holders with responsibilities for control or management of premises / water systems.

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Further information on training can be found on the [Learning Gateway](#).

3.7.7 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 the First Aid Coordinator as the DSE Assessor. 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. At this school we will reimburse these costs for any optician provided the claim is completed using the appropriate form held on Staff Channel, this then needs to be signed off by the Business Manager

3.7.8 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) should normally be undertaken 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 workplace. 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. The Facilities Manager 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

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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 Facilities Manager immediately.

The school does not allow electrical equipment to be brought into the school for use onsite or on school activities. If there is a need for this to happen this can only be authorised by the Health & Safety Lead.

3.7.9 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.

3.7.10 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.

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The Head of Department 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 authorised to use it may undertake the activity. Lifting equipment is checked every six months by a competent person.

3.7.11 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. A member of the Facilities Team undertakes an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. This includes the Cleaning Manager who is the first person onsite in many areas of the school. These staff report all hazards, obstructions, defects or maintenance requirements that they have been unable to resolve to the Facilities 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 Cleaning Manager. All waste is disposed of according to appropriate health and safety guidelines.

3.7.12 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.

3.7.13 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 Departments where technical

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considerations so require. The Heads of Departments concerned are those for Design Technology, Food, Art, Textiles, Science, Reprographics and the Facilities 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. Some of these departments work—within the guidance of CLEAPSS ‘Managing Risk Assessment in Science’ (L196) and use CLEAPSS Hazcards to meet the requirements of COSHH.

Inspections take place to:

- Identify all substances used;
- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative where possible;
- Introduce and monitor control measures to prevent risk.

3.7.14 Radiation

The Science Department holds a selection of radioactive substances. The school has a ‘Radiation Protection Supervisor’ who has responsibility for ensuring that radioactive material is managed to comply with the Ionising Radiations Regulations and CLEAPSS best practice.

In addition to this role, the Council has a ‘Radiation Protection Officer’ within the corporate Health & Safety Team who acts as a link between the school and a ‘Radiation Protection Advisor’ (RPA) via CLEAPSS. The RPA provides technical advice in relation to the use, storage and disposal of radioactive materials.

3.7.15 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 the Health & Safety Lead

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Machinery with the potential to create hazardous levels of noise (e.g. with Design Technology Department) will be maintained and inspected in accordance with the manufacturer's instruction to ensure noise levels are kept to a minimum. Noise will be considered as a hazard within departmental risk assessments as appropriate.

3.7.16 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.

The school has a separate Minibus Policy which can be found on the Policies page of the shared portal: Staff Channel.

- The appropriate competency test (either the ESCC permit or MIDAS permit must be retaken once every 3 years.
- Drivers must be aged between 25 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 Facilities Manager of any faults identified with the

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minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

3.7.17 Lettings

The Headteacher must be satisfied that the hiring organisation will use the school premises in a safe manner. The school has a lettings policy and this is reviewed by the Finance Committee on an annual basis. A signed, written letting agreement will be completed and copies kept. Copies of letting agreements are held by the Administrator of the Facilities Team. 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 school's hazard/ incident reporting procedures.

3.8 Training and Information

A training needs analysis is undertaken by the Health and Safety Lead to identify the mandatory health and safety training required for each member of staff and is reviewed annually. The Headteacher/ 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 an induction pack and this will be issued to all supply and agency staff that includes health and safety information.

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3.9 Monitoring Health and Safety

Health and safety standards are monitored by the senior leadership 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 headteacher consults union representatives regularly and these meetings include reference to health and safety.
- 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. Staff are required to complete a termly checklist on the work area that they are responsible for.

Regular site walks are carried out by at least two members of the Health & Safety Committee with observations shared with the Health & Safety Lead.

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.

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Appendix A

List of Useful Contacts in School

Contact	Number
Health and Safety Governors	
Tim Shutler	tshutler@blatchingtonmill.org.uk
Health and Safety Lead Sarah Hextall	01273 221227 07740177570 shextall@blatchingtonmill.org.uk
Facilities Manager Pat Roberts	01273 200640 07889180598 proberts@blatchingtonmill.org.uk
First Aid Coordinator Lisa Goodman	07740177641 lgoodman@blatchingtonmill.org.uk
Educational Visits Coordinator Donna Morgan	01273 200611 dmorgan@blatchingtonmill.org.uk
Curriculum Coordinators	
PE Pete Mowforth	pmowforth@blatchingtonmill.org.uk
Design Paul Carbis	pcarbis@blatchingtonmill.org.uk
Food Kate Sharpe	ksharpe@blatchingtonmill.org.uk
(acting)	lmair@blatchingtonmill.org.uk
Art & Textiles Louisa Mair	qhaque@blatchingtonmill.org.uk
Science Qasim Haque	
SLT Curriculum Lead	bhughes@blatchingtonmill.org.uk
Deputy Head Brandon Hughes	
Person responsible for reporting Accidents/incidents Sarah Hextall	01273 221227 07740177570 shextall@blatchingtonmill.org.uk
Child Protection Team	cp@blatchingtonmill.org.uk
Trade Union Safety Representatives	
Pat Crowcroft (NASUWT)	pcrowcroft@blatchingtonmill.org.uk
Kate Tracey (NEU)	ktracey@blatchingtonmill.org.uk
David Woolmer (GMB)	dwoolmer@blatchingtonmill.org.uk
Amor Jones (Unison)	ajones@blatchingtonmill.org.uk
Operations Manager	01273 00636
Vacant	
Health and Safety Committee	<ul style="list-style-type: none"> At least 1 Governor Health and Safety Lead Union Representatives First Aid Lead

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	<ul style="list-style-type: none">• Member of Child Protection Team• Operations Manager• Facilities Manager• Educational Visits Coordinator
First Aiders	The list of first aiders with their qualification details are shared on the Staff Channel/H & S

Key Personnel Referred to in Document

Role	Name
Headteacher	Kate Claydon
Deputy Head – Curriculum Lead	Brandon Hughes
Deputies who may be onsite lead in absence of Headteacher	Brandon Hughes Elizabeth Edmed
Health & Safety Lead	Sarah Hextall
Facilities Manager	Pat Roberts
Deputy Facilities Manager	Dan Brady
First Aid Lead	Lisa Goodman
First Aid Assistant	Emma Cross
Designated Safeguarding Lead	Lee Evans
Deputy DSLs	Louisa Broad & Lisa Goodman
Educational Visits Coordinator	Donna Morgan
Cleaning Manager	Steve Owen
PA to the Headteacher	Amanda Brasington

**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	Staff Channel/HS2 forms
First Aid administered	First Aid Lead and First Aid Assistant and Deputies	Accident Book Shared online
Fire Risk Assessment	Facilities Manager	Shared online/Facilities Staff/Important Facilities Info/Blue Book/Fire Risk Report
Asbestos Management Plan	Facilities Manager	Shared online/Facilities Staff/Important Facilities Info/Blue Book/ACM
Medicines administered	First Aid Lead and First Aid Assistant	Accident log
Risk Assessments	Health & Safety Lead and Facilities Manager for site specific and generic	Shared online/Staff Channel/ H & S
Risk Assessments	Head of Subject for Curriculum specific	Shared online Curriculum Drives
COSHH Assessments	Facilities Manager	Shared online/Facilities Staff/Important Facilities Info/Blue Book/COSHH
Electrical Tests	LEA approved contractor	Shared online/Facilities Staff/Important Facilities Info/Blue Book/PAT testing
Maintenance of machinery and equipment	LEA approved contractor	Shared online/Facilities Staff/Important Facilities Info/Blue Book
DSE Assessment	First Aid Coordinator	Completed assessments shared with H & S lead and then stored in personnel file.
Manual Handling Assessment	Heads of relevant Departments	To be held by Head of Department with copy to HR for upload to personnel file
Training of staff & students	H&S Lead	SHX adopting new training matrix to be shared on Staff

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		Channel/Training
Incidents resulting in injury or harm including near misses	Staff involved in incident	Shared drive/HS2 forms
Violent incidents	Staff involved in incident	Shared drive/HS2 forms
Testing of Equipment	LEA approved contractor	Shared online/Facilities Staff/Important Facilities Info/Blue Book
Accident Investigations	Health & Safety Lead	Share drive/HS2 forms
Noise Assessments	LEA approved contractor	Shared online/Facilities Staff/Important Facilities Info/Blue Book
Legionella testing	Facilities Manager and LEA approved Contractor	Shared online/Facilities Staff/Important Facilities Info/Blue Book
Monitoring Reports	H&S Lead	Spreadsheet shared with Facilities Team
List of First Aiders	First Aid Lead	Shared online/Staff Channel H & S
List of Minibus drivers	Operations Manager	Shared online/Operations