



# Blatchington Mill School

Health and Safety Policy and Procedures

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Date of Last Amendment:	July 2018
Date to be Reviewed:	July 2019



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# 1. Policy Framework

Blatchington Mill School and Sixth Form College believes that we give a high priority to our students' educational achievement and believe that maximum student attendance and punctuality are essential in order for all young people to achieve their full potential.

<b>Initiated:</b>	<b>January 2016</b>
<b>Groups Consulted:</b>	<b>Governors Staff</b>
<b>Date Reviewed:</b>	<b>July 2018 by Governors</b>
<b>Audience</b>	<b>Parents Staff Governors</b>
<b>Policy located:</b>	<b>Portal (Staff and Parents)</b>
<b>Policy Format:</b>	<b>Full</b>
<b>Policy Relates to:</b>	<b>Student Attendance Guidelines</b>
<b>Lead Member of Staff:</b>	<b>Sarah Hextall</b>



## 2. Health and Safety Policy and Procedures

### 2.1 Introduction – General Policy Statement

The Head Teacher and Governors of Blatchington Mill School and Sixth Form College 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 a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision are provided to ensure that staff can carry out their work safely.

The Head Teacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include students, visitors, parents, volunteers, supply staff 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, students and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all students, visitors and contractors are provided with the information they require to enable them to comply with this policy.

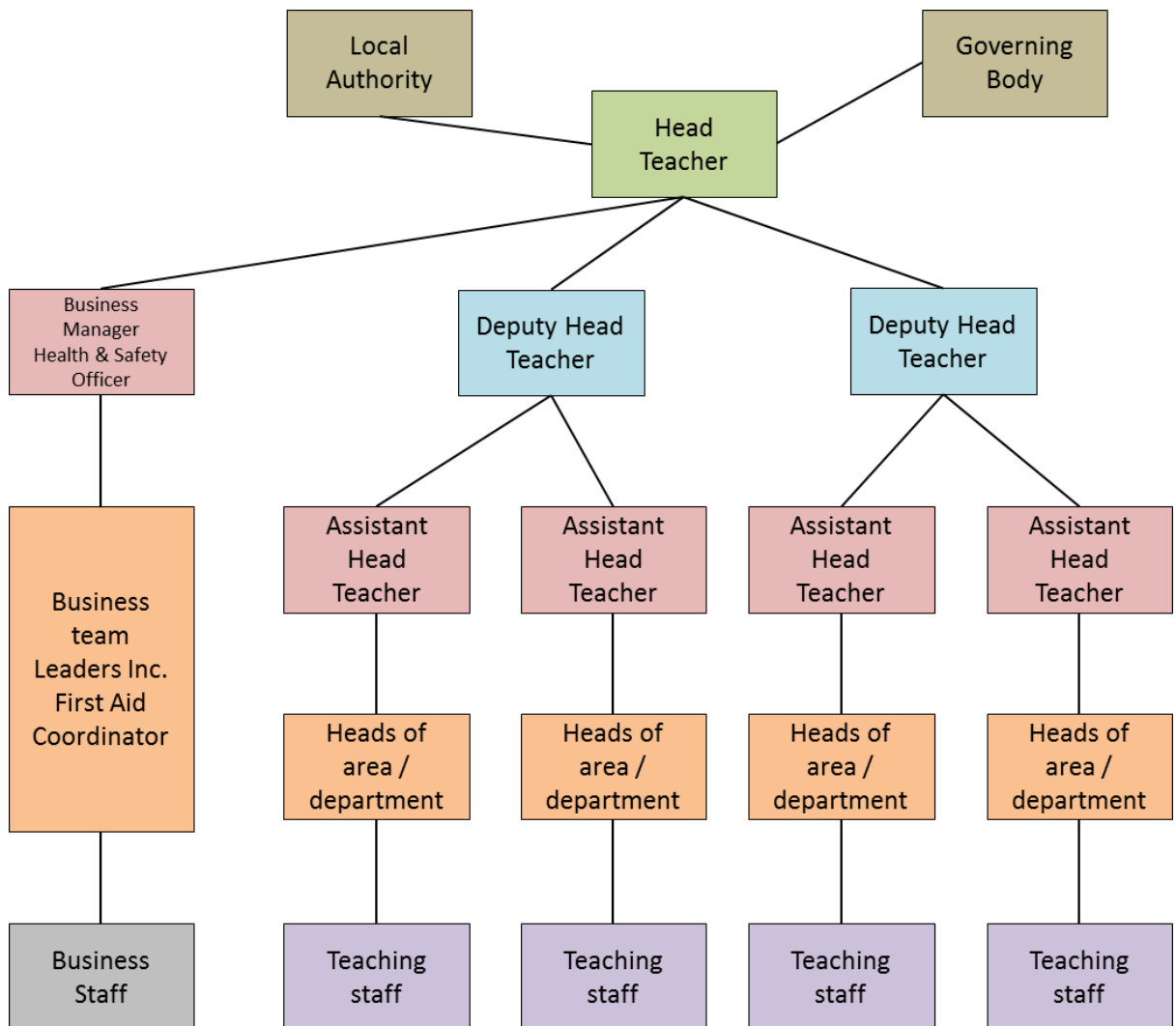
It is the intention of the Head Teacher and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

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.



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

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





## 4. Arrangements for Health and Safety

### 4.1 Safety Responsibilities of Groups and Individuals

#### 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, students, 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 complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents;
- 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;
- Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- Receive updates on the school development plan for health and safety at each meeting from the Health and Safety Coordinator/Health and Safety Governor/sub-committee in order to enable the Governing body to monitor the adequacy of arrangements and take any action necessary;
- Consider information, statistics and reports relating to health, safety and welfare matters;
- Consider and make recommendations regarding individual health and safety issues which have not been resolved at management level;
- Implement where appropriate, recommendations made by regulatory bodies e.g. Ofsted and the Health and Safety Executive.

#### Head Teacher

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

- Provide liaison with Inspectors and outside bodies concerned with safety and health: Local Authority, Department for Education (DfE) and the Health and Safety Executive (HSE) with regard to safety aspects;
- Budget for safety and health matters;
- Review the Safety Policy annually and when significant changes occur within the organisation of the school, and communicate these to all staff;



- Develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
- Ensure health and safety issues associated with major building projects are complied with;
- Nominate specific staff with designated safety roles, e.g. Health and Safety Coordinator, throughout the school and ensure they receive appropriate training;
- Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment (i.e. boilers, pressure vessels, portable appliance (PAT) testing etc.) are undertaken;
- Ensure that all incidents are reported to the Health & Safety team within 5 days of the incident (especially before the end of term) and to monitor incidents to identify methods of reducing accidents. Ensure the necessary records of incidents are maintained;
- Chair the Health and Safety Committee, or nominate a member of senior management team to undertake this activity (if in place within school);
- Make an annual report on safety matters to the Board of Governors.
- Ensure that health and safety is considered as an integral part of teaching and the course syllabi, both in preparation of new course submissions and in their reviews;
- Identify staff training requirements to allow the school to comply with legislative and good industry practice that relate to or affect health, safety and welfare.
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation.
- Ensure that Safety Inspections are carried out at termly intervals, recorded and that necessary remedial action is carried out.
- Develop and establish emergency procedures, and organise fire evacuation practices within the school.
- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation/usage etc.;
- Develop and adhere to safety procedures for operations carried out within the School by their staff and by outside contractors under their control.
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- Have a general oversight of health and first aid matters.
- Monitor the general safety programme.
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, students.
- Ensure that all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Safety Policy outlining restricted tasks and activities.
- 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.



- Risk assessments, including fire, display screen equipment, manual handling, and substances hazardous to health and general risk assessments.

Deputy Head Teacher 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.

### **Deputy Head Teacher**

The Deputy Head Teacher is responsible for staff training throughout the school and in particular is responsible, in consultation with the Head Teacher and Health and Safety Coordinator, for the identification of and the organisation of health and safety training of sufficient numbers of staff to comply with legislative requirements and good industry practice. In particular s/he will ensure:

- All full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Safety Policy outlining restricted tasks and activities;
- Adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
  - First aid
  - Fire and emergency evacuation
  - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.
- 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.

### **The School Health & Safety Coordinator – The Business Manager**

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

Additionally, the Health and Safety Co-ordinator will:

- Make an annual report, in conjunction with the Deputy Head Teacher and assisted by the Heads of Department/suitably experienced and competent persons, on safety matters to the Head Teacher and the Board of Governors;
- Assist with inspections and safety audits;
- Investigate and advise on hazards and precautions (and seek assistance from the Health & Safety Team if the issue is outside their level of competence);
- Develop and establish emergency procedures, and organise fire evacuation practices within the school;





- Have a general oversight of health and first aid matters;
- Monitor the general safety programme on behalf of the Head Teacher;
- Make recommendations to the Head Teacher for matters requiring immediate attention, e.g. changes to legislation, outcomes of safety inspections;
- Make recommendations to the Head Teacher on matters of safety policy in compliance with new and modified legislation;
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, students (as appropriate);
- Liaise with outside bodies concerned with safety and health e.g. Health, & Safety team;
- Monitor accidents to identify trends and introduce methods of reducing accidents;

### **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;
- Use the online outdoor educational visits approval system 'Evolve' for all hazardous and residential trips;
- Ensure that the schools educational visits meet the Local Authority's requirements;
- Confirm that adequate risk assessments have been carried out;
- Support the Head Teacher in the management and evaluation of educational visits;
- Confirm the leadership of the group is competent and appropriate, including accompanying staff and volunteers;
- Confirm adequate first aid cover is provided;
- Keep their EVC training up to date;
- Ensure any incidents that take place on a trip are recorded and copies provided to the Health & Safety Team.

### **Heads of Departments/Curriculum**

Each Head of Department is responsible to his or her 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 Senior Leadership Team
- Nominate, in conjunction with his/her manager, Teachers responsible for particular classrooms, laboratories, libraries, kitchens, theatres and workshops and the associated equipment;
- Notify Deputy Head Teacher of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
- Ensure safety inspections of their designated areas are carried out and ensure that hazards identified from those inspections are rectified;



- 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.;
- Carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and ensure that appropriate action is carried out;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- Ensure that all accidents within the section are recorded in line with school policy and investigate reports of accidents and dangerous occurrences in his/her designated areas;
- Ensure equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe, secure place;
- Identify staff training and development requirements with reference to health and safety;
- Attend to defect reports and recommendations from the Head Teacher, Staff, Safety Representatives and the Health and Safety Co-ordinator;
- Budget for safety equipment for his/her designated areas;
- Circulate publicity relating to safety matters to staff within their control.

### Teachers

Teachers are responsible to their Head of Department for the immediate safety of the students in his/her teaching venue. 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;
- Give adequate 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, etc., are provided and used where necessary.
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- 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);
- 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 and make recommendations to their line manager where necessary;
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy.



- Ensure they have attended the appropriate training/have appropriate competence to carry out their role safely – especially science, DT/Technology and PE Teachers.

### **Technician/Teaching Assistants**

The technician/teaching assistant is immediately responsible to the Teacher whilst the class is in session; or otherwise his/her line manager.

Additionally, the technician/teaching assistants will:

- Follow safe working procedures personally;
- 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 his/her line manager;
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy.

### **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 refer students to their own doctor or hospital as appropriate;
- Maintain the school medical rooms and equipment;
- Monitor student health records prior to entry and report/advise Health & Safety Co-ordinator of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy, allergies etc.);
- Assist in the monitoring of first aid equipment and boxes on School site;
- Assist in the development and health promotion activities at the School;
- Ensure adequate numbers of staff are trained in first aid procedures and co-ordinate the work of the First Aiders;
- Ensure the necessary records are maintained relating to accidents associated with the work of the school.
- Administer medicine as per the schools Administration of Medicine Policy
- Ensure the accurate and appropriate recording and reporting of incidents, accidents and near misses are maintained.



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## Work Experience Co-ordinator

Schools that organise work experience must meet minimum standards for the management of risk and the risk assessment of placement providers. These minimum standards are set out by the Health and Safety Executive (HSE) on their Website: [Work experience organisers](#).

The Work Experience Co-ordinator is responsible for developing procedures to ensure that students placed with employers for work experience as part of their programme are not subject to unacceptable risks and in particular he/she will:

- Ensure that an in-house WEX placement assessment and organization service is delivered. The following mandatory requirements are in place to organise and assess WEX placements:
  - A safety management system has been developed to document and undertake the WEX organisation and assessment in line with the requirements of the Health and Safety at Work Act, Management of Health and Safety at Work Regulations and HSE requirements (these are outlined on the [Work Experience pages](#) on the HSE website) and
  - The system has been audited and approved by the Health & Safety Team and
  - The council has received confirmation in writing by our Insurers that they are satisfied with the school's method/systems for organising and assessing WEX placements.
  - All work placement providers are assessed prior to use;
  - Monitoring arrangements are in place to ensure standards are maintained;
- Ensure that risk assessments are carried out for young people employed by or on work experience placement within the school;
- Ensure that work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by students unless proof of training/competence is available;
- Ensure that any information about the work experience student that may affect their health and safety whilst on placement (e.g. behavioural issues, medical conditions etc.) are provided to the placement provider prior to the placement taking place.

## Managers within Support Departments

Each manager is responsible to his/her line manager for the provision of safe conditions for staff, students and visitors and in particular to:

- Attend to defect reports and recommendations from the Head Teacher, staff, Safety Representative and Health and Safety Co-ordinator;
- Conduct regular inspections of his/her area of responsibility and rectify hazards identified from those inspections;
- Budget for safety equipment for his/her area of responsibility;



- Instigate and ensure that safety procedures are developed for operations carried out within his/her area of responsibility;
- Ensure that risk assessments, including manual handling, noise, COSHH, and DSE assessments are undertaken and documented and that appropriate action is carried out;
- Ensure all portable electrical equipment is tested annually;
- Ensure equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored
- in a safe place;
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **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 routine maintenance checks and inspections required by legislation, of fixed service equipment, i.e. boilers, lifts, pressure vessels etc. are undertaken;
- Ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- Attend to defect reports and recommendations from the Head Teacher, staff, Safety Representative and Health and Safety Coordinator;
- Ensure all portable electrical equipment is tested on an annual basis;
- Keep records of hazards identified on site by staff and the remedial action taken and when;
- Ensure safety procedures are developed and adhered to for operations carried out within the School by their 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;
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy.
- Ensure that they attend appropriate training to enable them to carry out their role safely, and undertake regular refresher training.

### **Trade Union Safety Representatives**

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training under the Safety Representatives and Safety Committees Regulations 1977. The trade union safety representative will consult the Head teacher on any relevant health and safety matters.

The safety representatives will, where appointed:

- Be trained and accredited by their Union or the TUC;
- 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 he/she represents 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.
- Complete update training as required.

### **Staff Liaising with Contractors**

Staff liaising with contractors have a responsibility to take appropriate action if they observe the contractor or his/her employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Head teacher/Facilities Manager for them to rectify or, failing that, reporting to the Health & Safety Officer

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

When a contractor has completed work, the Facilities Manager will check the area in which they have been working to ensure that there are no increased risks.

### **Members of Staff Generally**

Each member of staff is responsible for his or her own personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school.) Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'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,'



Staff are also reminded that they must provide notice of three months if qualifications relating to Health & Safety are due to expire, e.g. First Aid.

### **Students**

Each student is responsible for his/her personal safety and that of his/her peers by proper observation of School rules and procedures.

In particular, each student will:

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

### **Visitors**

The Head Teacher and Governors must accept the responsibility for health and safety of visitors to the school, including contractors. All visitors to the school are asked to sign in and sign out when they leave the premises, and to wear photo ID (where available) and 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.

When unwanted visitors are present on the school premises, a member of the Senior Leadership Team will be called to handle the situation. If there is perceived to be a threat to safety then that member of the SLT will ask someone to call the emergency services.

A log is kept at East and West Reception Areas of 'Unwelcome Visitors'

The Health and Safety Officer will ensure that volunteers have the necessary safety information.

## **4.2 School Health and Safety Committee**

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

- Head teacher, or nominated Senior Leader
- 1 Member of the Governing Body
- Deputy/Assistant Head teacher
- 2 Managers (1 curriculum Manager and 1 support staff manager)
- Health and Safety Coordinator
- Union Safety Representatives (1 representative from each of the recognised staff unions)



Student discussion of health and safety matters will be encouraged at school council and will be communicated to the School Health and Safety Committee. 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.

### **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.
- To encourage effective communication regarding health, safety and welfare matters.

Note: before considering any individual health, safety and welfare problem, the School Health and Safety Committee will satisfy itself that all possible steps have been taken to resolve the problem at departmental/section level. The Committee shall not normally consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through their staff representative.

NB: where a health and safety committee is not in place, consultation arrangements must be put in place by the school and summarised in this section.

## **4.3 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.

### **Membership of the Crisis Management Team:**

- The Head teacher
- Deputy Head teachers
- Health and Safety Coordinator
- Facilities Manager
- First Aid Co-ordinator





### **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.
- 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 schools personnel, facilities or assets.
- Test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

## **4.4 General Emergency Procedures**

The summoning of emergency services is carried out by The Head Teacher they will also contact:

- A member of the Senior Leadership Team - [for information]
- Deputy Head teacher - [if students are involved]
- Facilities Manager – [for access/to isolate electrical supplies etc.]

In the event of a major disaster the Crisis Management Team and the council's Civil Contingencies Team are contacted (tel. 01273 296699 or the on call number: 07540 675 169 for out of hour emergencies.) The Civil Contingencies Team will inform 'MIST' – the Council's Major Incident Strategic Team if appropriate.

### **Fire Policy and Procedures & Bomb Incident Management**

The school holds a site specific Fire Safety Policy, 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.

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 leadership in their absence.

### **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:



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

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 published in school on the portal and on notices around the building in corridors and in areas of higher risk. As a minimum the up to date list will be displayed in both reception areas and the staff room.

Locations of First Aid boxes are available from West Wing Reception or the First Aid Room. The First Aid Coordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents/carers are expected to inform the school if their child has an allergy and a list of any such students is kept and displayed in the first aid room, details are kept on the school management information system (SIMs)

All injuries which come to staff attention, no matter how slight, are recorded in the First Aid Book and/or council HS2 Incident reporting form. In case of doubt as to whether or not a child's parent/carer should be immediately alerted, staff contact Assistant Year Team Leader, Year Team Leader or in their absence Student Services. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the student may be sent to hospital to err on the side of caution. In these cases the student will be accompanied by a member of staff.

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

### **Administration of Medicines**

The School follows the councils Administration of Medicines Policy and therefore has a separate Administration of Medicine Protocol. The school maintains consent forms and records of medicines administered.

### **Accident Recording and Reporting**

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

- Any equipment is turned off.
- A call for help is made – including First Aid assistance.
- The qualified First Aider will judge whether the injury is of a minor or major nature. If minor the First Aider will provide appropriate treatment.
- If a major injury an ambulance will be called immediately without undue delay due to attempting to contact parents or guardians.
- If the injured person requires hospital treatment but an ambulance is not necessary, First Aid Co-ordinator 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:
  - 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 either themselves, visitors or volunteer helpers by recording the details on the Incident Report form HS2. Student accidents, depending on the severity are either reported in the First Aid book or Incident Report form HS2. If the incident involves intentional violence/harassment or verbal/written abuse, it will be reported using the Violent Incident Occurrence Report Form HS3 unless the perpetrator is under the age of 18 and then a school incident form will be completed.

The Health and Safety Officer ensures that these forms are forwarded to the Health & Safety Team within the council within 5 days. A copy is retained by the school and a copy also forwarded to the Union Rep. As the authority is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Health & Safety & Team are notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents are investigated to prevent a re-occurrence. The investigation is recorded on Part B of the HS2 form. The Health and Safety Officer monitors accidents to identify any trends. The Full Governing Body also receives information on accidents on a termly basis. The Health & Safety team will investigate incidents/accidents following receipt of the HS2/HS3 form as appropriate.

## 4.5 Health Issues

**Smoking** – (see also the Council Policy on No Smoking)

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy

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

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

Some drugs prescribed for medical reasons are likely to impair judgment and 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 a staff counselling, information and advice service, 24 hours a day/365 days of the year. Phone: Call Care first on 0800 7318631 or visit the website <https://brighton.helpeap.com/>

**Staff Wellbeing** – (see also the Schools' Wellbeing framework)

The school follows the council's Wellbeing framework which includes linked policies and procedures in matters relating to developing arrangements for staff wellbeing. The school recognises that staff are more likely to flourish in an environment free of unnecessary anxiety, stress and fear and where the contribution of all employees is valued. This framework incorporates a range of issues including work life balance, stress and dignity and respect at work.

If staff are to provide an atmosphere conducive to student achievement, they need to be emotionally healthy themselves. The Wellbeing Framework takes a whole school approach to creating a healthy, positive working environment that puts the wellbeing and effectiveness of staff right at the heart of the school.

Staff are able to raise concerns regarding their workload and any effects it may be having on their health with their line manager. If staff don't wish to discuss a particular problem with their line manager they can access counselling as described above.

**New & Expectant Mothers.** - (See also Council Policy on New and Expectant Mothers)  
Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

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

The following procedure is in place:

- Female staff (full and part-time) are required to inform their line manager and Human Resources as soon as possible and in writing when pregnancy has been confirmed.
- The line manager (supported by a trained risk assessor if they are not trained themselves) will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed throughout the pregnancy and if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Coordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.



## 4.6 Risk Assessment

Specific risk assessments are required for activities involving fire, manual handling (of loads and/or people), hazardous substances and the use of display screen equipment. Generic risk assessments must be completed for those activities and workplaces where specific assessments have not been carried out.

All staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work. Copies of these assessments are held on the portal.

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

- |                       |  |
|-----------------------|--|
| ■ Premises            | Facilities Manager/ Business Manager       |
| ■ Curriculum          | Head of Department/ Subject Lead/ Teachers |
| ■ Off-site Visits     | Group Leader/EVC                           |
| ■ Individual/specific | Line Manager                               |

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make themselves aware of the contents of those relating to their area of work.

Various Codes of Safe Working Practice and guidance issued by the Council and the Department for Children, Schools and Families (DCFS) (previously DfES) now the Department for Education (DfE) are available either in School or by the internet. Appropriate information is also held at Departmental level. All new and existing staff should be aware of the contents relevant to them.

## 4.7 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.

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

All staff who are DSE 'users' (i.e. use a computer continuously for one hour or more and have no discretion on using the equipment) complete a Workstation Self-Assessment which is then assessed by one of the schools DSE Assessor First Aid Co-ordinator. The DSE Assessor then completes a DSE Assessment on the individual.

DSE Users are entitled to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. The optician's fee for the eyesight test will be reimbursed by the school to a maximum of £16.50. If corrective appliances are required for DSE work, the school will reimburse a maximum of £49.50 towards the cost.



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## Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any student or volunteer who handles electrical appliances does so under the supervision of a member of staff who will also direct them. All electrical equipment is checked at periods as appropriate to their use in accordance with guidance from HSE. (Portable Appliance Testing (PAT)) under the terms of the schools contract. The Facilities Manager is responsible for maintaining accurate records, ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible for testing.

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

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

## 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.

## 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. Some PE equipment may be moved by students but they must be given clear instruction in the correct way to lift and handle items. There must always be at least 2 students per piece of equipment or mat. Close supervision is maintained at all times.

First Aid Co-ordinator will be responsible for undertaking risk assessments for manual handling tasks. Training will be given to staff that are expected to lift objects and specialist training for staff expected to handle people. Staff have a personal



responsibility to ask for help or not undertake an activity if they are apprehensive about their capability.

Where lifting equipment/aids are provided, only those members of staff who have been trained in the use of the equipment and are authorized to use it may undertake the activity. Lifting equipment is checked every six months by a competent person.

### **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. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom and spillages. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Facilities Manager undertakes an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The Facilities Manager reports all hazards, obstructions, defects or maintenance requirements to the Health and Safety Officer. 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 Facilities Manager. All waste is disposed of according to appropriate health and safety guidelines.

### **Off-site Visits**

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.

### **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 considerations so require. The Heads of Departments concerned are those for Design Technology, Art, Science, Reprographics and the Site Manager/caretaker.

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





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## 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. This role does not require any specialist training but is a delegation of responsibility.

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.

## 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 Facilities Manager.

Where students or staff have hearing impairments, considered will be given to measures required to meet their needs.

## Lettings

If the school is let, the Head teacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept. Copies of letting agreements are held on the portal.

## Use of Minibuses and Other Vehicles

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on School business. Under Brighton and Hove City Council (BHCC) policy, drivers of school minibuses must hold a license with a D1 category to drive a minibus. Drivers that have passed the driving test before 1st January 1997 will automatically have D1 entitlement. Drivers who passed their test after the 1st January 1997 are required to take the DSA Minibus PCV Test.

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

- Minibus and MPV training and assessment must be retaken once every 3 years.
- Drivers must be aged between 23 years and under 65 years (Drivers over 65 must have an annual DVLA PCV Medical Report Form D4 completed and signed by their GP and be assessed driving a minibus by an ESCC and DSA PCV Approved Driving Instructor.





- Drivers must have held a full driving license for at least 3 years without a fault claim or conviction.
- 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 minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

Drivers are responsible for carrying out safety checks before using the minibus. Defects found whilst carrying out the checks or in the course of driving the vehicle must be reported to the Minibus Manager without delay.

Drivers must ensure that their passengers are safe before embarking on a journey and if at any stage they are concerned about the safety of their passengers the journey should be interrupted.

## 4.8 Training and Information

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

All members of staff receive a comprehensive health and safety induction when they commence employment with the school and the induction includes specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Head teacher is responsible for ensuring that:

- Staff are informed of any changes in the policy;
- Training requirements of staff are assessed and reviewed and those needs are included in the school development plan to inform Governors;
- The training needs of new members of staff has been assessed.

Every member of staff is made aware of the Council Policy on health and safety and shown how to access the document (e.g. via Wave4Schools). If any member of staff feels the need for training they must alert their line manager or senior management team.

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



## 4.9 Monitoring Health and Safety

Health and safety standards are monitored by the senior leadership team (SLT) in conjunction with the school Governors by the following:

- SLT include health and safety as part of the agenda of their regular meetings;
- The Head teacher conducts an annual inspection with a trade union safety representative (where appointed);
- The governor's agenda and Head teacher's report to the Governors both have health and safety as standing agenda items.

### Inspections

To maintain and improve standards throughout the school a termly premises inspection takes place and records kept. The school is inspected by the Facilities Manager and the First Aid Co-ordinator

### 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 every 3 years. The action points identified through the audit will form part of the school development plan.

## 4.10 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 a bi-annual basis seeking endorsement from the Board of Governors.

**Please remember that we all share responsibility for our own safety and those of others. If in doubt, raise a concern.**



## 5. Appendix 1 – List of Useful Contacts in School

Contact	Number
Health and Safety Governor	Richard Goodsell Andrew Wallace
Health and Safety Coordinator	Sarah Hextall – Business Manager <a href="mailto:shextall@blatchingtonmill.org.uk">shextall@blatchingtonmill.org.uk</a> 01273 221 227
Educational Visits Coordinator (EVC)	Jasmine Catlin <a href="mailto:jcatlin@blatchingtonmill.org.uk">jcatlin@blatchingtonmill.org.uk</a> 01273 200611
Facilities Manager	Patrick Roberts <a href="mailto:proberts@blatchingtonmill.org.uk">proberts@blatchingtonmill.org.uk</a> 01273 200630
First Aid Coordinator	Janice Crowter <a href="mailto:jcrowter@blatchingtonmill.org.uk">jcrowter@blatchingtonmill.org.uk</a> Ext 263 or 07740177641
Person responsible for reporting Accidents/incidents	Sarah Hextall
Trade Union Safety Representatives	Ian Swannick, Pat Crowcroft
Health and Safety Committee (only if appropriate)	Pat Crowcroft, Janice Crowter, , Richard Goodsell, Pat Roberts, Ian Swannick, Mandy Valder, Andrew Wallace, Yin Wang
First Aiders	Care of Janice Crowter or one of the two receptiondesks



## 6. Appendix 2 – 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	First Aid office
First Aid administered	First Aiders & Appointed Persons	First Aid office
Fire Risk Assessment	Head teacher/Staff	LA Portal
Asbestos Management Plan	Head teacher/Staff	LA Portal
Medicines administered	First Aider/Secretary	First Aid Office
Risk Assessments	Head teacher/Staff	Finance Office for Student related
COSHH Assessments	Head teacher/Staff	Portal via Facilities Manager
Electrical Tests	LEA approved contractor	Portal via Facilities Manager
Maintenance of machinery and equipment	LEA approved contractor	Portal via Facilities Manager
DSE Assessment	H&S Coordinator	First Aid Office
Manual Handling Assessment	Heads of relevant Departments	
Training of staff & students	H&S Coordinator	SIMs
Violent incidents	Staff involved in incident	First Aid Office
Testing of Equipment	LEA approved contractor	Portal via Facilities Manager
Accident Investigations	Staff involved in accident	Health & Safety Co-ordinator
Noise Assessments	LEA approved contractor	Portal via Facilities Manager
Legionella testing	Site Manager/Caretaker and LEA approved Contractor	Portal via Facilities Manager
Monitoring Reports	H&S Coordinator	Portal via Facilities Manager



## 7. Appendix 3 – Accidents, Incidents and First Aid Procedures

- C1 Notices giving the locations and hours of work of the school's first aiders are displayed at East and West Wing reception, and in the staffroom.
- C2 Admin Hub holds a record of all current first aiders and appointed staff. It is the responsibility of the first aiders and appointed staff to see that they are recertificated as necessary.
- C3 The details of the location of first-aid boxes are held by Admin Hub, the Facilities Office and in the First Aid Office. It is the responsibility of the First Aid Co-ordinator to ensure that these boxes are kept stocked.
- C4 If an accident occurs which causes a minor injury to a student (cut finger, etc.), the student should be sent to the East Wing medical room. There should not normally be any need for another student to accompany the casualty.
- C5 If the accident is more serious, and it is not possible for the student to make his/her way to the medical room, then the First Aid Officer or, if not available, the nearest qualified staff first-aider should be contacted by telephone or messenger, and asked to attend.
- C6 The First Aid Officer or first aider will call an ambulance if necessary, administer whatever first-aid is appropriate.
- C7 If emergency cleaning, making safe or closing off is needed at the site of the accident, the Facilities Team must be contacted, and they will deal with the matter.
- C8 The First Aid Officer is responsible for seeing that the necessary accident/incident report form is completed and processed as appropriate.
- C9 The Health and Safety Officer will investigate the accident, if necessary, in liaison and decide whether measures need to be introduced to prevent a recurrence. The H & SO will inform the HeadTeacher of the outcome of such investigations
- C10 All residential school visits must have a first-aider, of at least 'appointed person' status, amongst the accompanying staff. First aid boxes will be kept purely for the purpose of taking on school trips, and these will be available from the First Aid



Office. It is desirable that non-residential visits should have a first-aider,

- C11 Hirers of school premises will be advised in writing by the Lettings Manager at the time when the hiring of their responsibility to make their own first aid arrangements.