

# RIVERSIDE SCHOOL



## Health and Safety Policy

APPROVED BY GOVERNORS

RESPONSIBLE PERSON - HEADTEACHER

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## **Statement of Intent**

At Riverside School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- providing a productive and safe learning environment;
- preventing accidents and work-related illnesses;
- compliance with all statutory requirements;
- minimising risks via assessment and policy;
- providing safe working equipment and ensuring safe working methods;
- including all staff and representatives in health and safety decisions;
- monitoring and reviewing our policies to ensure effectiveness;
- setting high targets and objectives to develop the school's culture of continuous improvement;
- ensuring adequate welfare facilities are available throughout our school; and
- ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## 1. Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible Health and Safety Management in Schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Risk Assessment Policy
- Invacuation, Lockdown and Evacuation Policy/ Partial Lockdown Procedure/ Bomb Threat Policy
- Emergency Management Plan
- Personal Emergency Evacuation Plans (PEEPs)
- Full Lockdown Procedure
- Visitor Policy
- Contractors Policy
- Moving and Handling Policy
- Working at Heights Risk Assessment
- Lone Worker Risk Assessment
- Staff Wellbeing Policy
- Display Screen Equipment (DSE) Guidance
- COSHH Policy
- Asbestos Management Policy
- Infection Control Policy
- Supporting Pupils with Medical Needs in School Policy (Administration of Medication and Enteral Feeds)

- School Security Policy
- Data Protection Policy
- Minibus Policy
- Educational Visits Policy

## **2. Roles and Responsibilities**

This section should be read in conjunction with the Local Authority's Corporate Health and Safety Policy – version 7, section titled “School Responsibilities” points 3.23 to 3.29 (see Appendix 1)

The governing board, in conjunction with the headteacher, will:

- ensure it provides a safe place for all users of the site, including staff, pupils and visitors;
- oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner;
- ensure whole school familiarity with the requirements of the appropriate legislation and codes of practice;
- create and monitor a management structure responsible for health and safety in the school;
- ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all;
- assess the effectiveness of the policy and ensure any necessary changes are made annually;
- identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring;
- ensure the school has secured safe means of entry and exit for all site users;
- ensure the school can provide equipment, grounds and systems of work which are safe;
- ensure safe arrangements are made for the handling, storage and transportation of any articles and substances;
- ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance; and
- where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The headteacher will:

- have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors;
- set the direction for effective health and safety management;
- introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately;
- review this policy and its effectiveness annually;

- take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff; and
- designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

The health and safety officers (school business manager and facilities manager) will:

- assist with the creation and implementation of this policy
- be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required;
- be the designated contact with the LA and the HSE where necessary;
- support staff with any queries or concerns regarding health and safety; and
- identify hazards by conducting risk assessments.

Supervisory staff and/ or department heads (DHTs, AHTs and phase leaders) will:

- be familiar with the requirements of health and safety legislation;
- be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher;
- be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions; and
- take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- take reasonable care of their own health and safety, and that of others who may be affected by what they do at work;
- cooperate with their employer on health and safety matters;
- carry out their work in accordance with training and instructions;
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken;
- familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety;
- avoid any conduct which puts themselves or others at risk;
- be familiar with all requirements laid down by the governing board;
- ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place;
- ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly;
- use the correct equipment and tools for the job and any protective clothing supplied;
- ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate;

- report any defects in equipment or facilities to the designated health and safety officer;
- take an interest in health and safety matters, and suggest any changes that they feel are appropriate;
- make suggestions as to how the school can reduce the risk of injuries, illness and accidents;
- exercise good standards of housekeeping and cleanliness; and
- adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- exercise personal responsibility for the health and safety of themselves and others where practicable;
- dress in a manner that is consistent with safety and hygiene standards;
- respond to instructions given by staff in an emergency;
- observe the health and safety rules of the school; and
- not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.

For a breakdown of specific tasks, please refer to Appendix 2 which provides examples.

### **3. Training and First Aid**

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- assess risks specific to their role; and
- meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- using industrial machinery;
- managing asbestos; and
- having responsibility for the storage and accountability for potentially hazardous material.

## **First Aid/ Administering Medicine/ Oxygen**

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first aid equipment onsite.

The school will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school.

When conducting a first aid needs assessment, the school will consider:

- the school site;
- pupils and staff members; and
- the hazards and risks present.

Where appropriate, the school will teach health education to pupils, including basic first aid, such as dealing with common injuries. For pupils in the secondary phase, where possible, the school will teach health education to pupils, including further first aid, such as how to administer CPR and the purpose of defibrillators.

The headteacher will ensure that there is an appropriate number of first aid trained staff and first aid boxes located across the school sites, as deemed appropriate. Please refer to the list of first aiders held separately.

A list of staff who have completed the appointed persons training for emergency aid will be displayed in the school offices and the staff room along with the location of first aid boxes. The headteacher will ensure that sufficient persons are trained to meet first aid requirements.

First aid boxes are checked by the moving and handling coordinator and will be available to the first aiders, they will also be available in minibuses, the hydrotherapy pool, the horticultural area and brought to offsite sporting activities.

All parents/ carers will be asked to complete a pink form annually detailing the pupil's medical requirements and authorising treatment. Medicines must be properly labelled with clear dosage instructions by the dispensing pharmacist. The form shall be kept on the individual pupil's file in the school office.

Medication will be given by the school nurse or a trained class staff member. If the child is out of school on an educational visit, medicines will be administered by the class teacher, or responsible adult, according to authorisations detailed. The drug cupboard will be kept locked at all times. Medication given to pupils shall be recorded on a drug chart list kept in the medical room and administered in accordance with our Supporting Pupils with Medical Conditions in School Policy.

If a child has an epileptic seizure they should, if possible, be moved to a safe, comfortable

position. Any clothing should be loosened around the neck. Staff will stay with the child and reassure them when the fit has stopped.

Each pupil will have a different response to their epilepsy. Notes will be kept in the classroom. Staff will consult the school nurse after a fit to ensure it is appropriately recorded and that parents are informed.

### **Epileptic Fits Requiring Rectal Valium – Buccal Med**

Rectal Valium medication for individual pupils will be clearly labelled and kept in named containers in the medical room.

The school nurse will inform staff about pupils with life threatening illnesses and will ensure that training is given to all staff so that they can give necessary drugs and antidotes in an emergency.

### **Oxygen**

Emergency oxygen is stored in the medical room, the volume is checked daily. Appropriately sized equipment is kept with the oxygen which is stored securely.

Oxygen belonging to individual pupils is stored securely and labelled clearly. An oxygen concentrator is kept in the classroom for an individual pupil.

For further advice, staff should refer to the Supporting Pupils with Medical Needs in School Policy.

## **4. Contacting the Emergency Services**

The headteacher will certify that procedures for ensuring safety precautions are properly managed and are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios or telephones as necessary.

Where an ambulance is called for a pupil, office staff, the class teacher or a nurse will contact the pupil's family. Who will make this contact will be determined at the time. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

## **5. Accident Reporting and Investigation**

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer using the standard Accident Report Form (AR3 Form).

The health and safety officer (school business manager/ facilities manager) will be responsible for informing the headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

The school will always record and report work-related injuries to staff members or pupils.

### **Reporting Significant Accidents**

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The school reports all incidents to the local authority via email at [central.safety@bromley.gov.uk](mailto:central.safety@bromley.gov.uk).

The local authority will always report 'specified injuries' to the HSE without delay and a copy of the RIDDOR reporting form will be emailed to the school for filing. These injuries include the following:

- employee accidents causing either death or major injury;
- accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident);
- fractures, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- any injury likely to lead to permanent loss of sight or reduction in sight or reduction in sight in one or both eyes;
- any crush injury to the head or torso, causing damage to the brain or internal organs;
- serious burn injuries (including scalding) which covers more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia; or
- any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

Additional reportable occurrences include the following:

- the collapse, overturning or failure of any load-bearing part of any lifting equipment;
- the explosion, collapse or bursting of any closed vessel or pipe work;
- electrical short circuit or overload resulting in a fire or explosion;

- unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion;
- any accidental release of a biological agent likely to cause severe human illness;
- any collapse or partial collapse of scaffolding over five meters in height;
- when a dangerous substance being conveyed by road is involved in a fire or is released;
- the unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors;
- any explosion or fire resulting in the suspension of normal work for over 24 hours;
- any sudden, uncontrolled release in a building of:
  - 200kg or more of flammable liquid above its boiling point;
  - 10kg or more of flammable liquid above its boiling point;
  - 10kg or more of flammable gas; or
  - 500kg or more of these substances if the release is in open air.
- accidental release of any substances which may damage health;
- serious gas incidents;
- poisonings;
- skin diseases including, but not limited to:
  - occupational dermatitis;
  - skin cancer;
  - chrome ulcer; or
  - oil folliculitis/ acne.
- Lung diseases including, but not limited to:
  - occupational asthma;
  - farmer’s lung;
  - asbestosis; or
  - mesothelioma.
- Infections including, but not limited to:
  - leptospirosis;
  - hepatitis;
  - anthrax;
  - legionellosis; or
  - tetanus.
- Other conditions such as:
  - occupational cancer;
  - certain musculoskeletal disorders;
  - decompression illness; and
  - hand-arm vibration syndrome.

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpal tunnel syndrome;
- severe cramp of the hand or forearm;

- occupational dermatitis e.g., from work involving strong acids or alkalis;
- hand-arm vibration syndrome;
- occupational asthma e.g., from wood dust and soldering using rosin flakes;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer; or
- any disease attributed to an occupational exposure to a biological agent.

Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- discrete;
- identifiable; and
- unintended incidents which cause physical injury.

### **Reporting Procedures**

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the local authorities appointed health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the [HSE website](#).

### **Reporting Hazards**

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the school business manager as soon as possible, who will then inform the headteacher as appropriate. Serious hazards will be reported via email.

### **Accident Investigation**

All accidents, however minor, will be investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation taken place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The health and safety officer will undertake evaluations of all reported incidents where appropriate or necessary. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

## **6. Active Monitoring System**

The school's procedure for actively monitoring its system will include:

- annual audits, including fire risk assessments and health and safety audits;
- annual examination of documents to ensure compliance with standards;
- termly inspection of premises, plants and equipment;
- as required reports and updates to the headteacher; and
- external measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## **7. Risk Assessment**

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

Annual risk assessments will be conducted for areas of the school, where appropriate. Risk assessments will consider the needs to staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- there is any reason to suspect that they are no longer valid;
- there has been a significant change in related matters; or
- the governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- the identified hazards;
- how people might be harmed by them; and
- what the school has implemented to control the risk.

The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## **8. Slips and Trips**

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include
  - environmental (floor, steps, slopes etc.);
  - contamination (water, food, litter etc.);
  - organisational (task, safety, culture etc.);

- footwear (footwear worn for evening events may not be in line with the School Uniform Policy – please refer to the guidance on the school's Uniform webpage); and
- individual factors (rain, supervision, pedestrian behaviour etc.).
- Decide who might be harmed and how.
- Consider the risk and decide if existing precautions are sufficient, or if further measures need to be introduced.
- Record the findings.
- Review the assessment regularly and revise if necessary.

The school will remain especially vigilant to the following hazards:

- members of staff or pupils running or carrying heavy or awkward items;
- wearing unsuitable footwear;
- poor lighting – particularly where there are uneven surfaces and level changes;
- contamination; or
- obstructions e.g., bags and trailing cables.

## **9. Fire Safety**

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the site office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the site office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

Fire wardens will be appointed and trained. Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. Staff must ensure that the alarm is raised before tackling a fire.

## 10. Sharps

For the purposes of this policy, “sharps” are defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes;
- Where an individual within the school requires injections to manage a health condition;
- In the nurse’s office;
- Where a pupil brings a sharp into the school;
- Where glass is broken within the school, or broken glass is found on or around the school premises; or
- Where drug paraphernalia e.g., heroin needles, are found on or around the school premises.

### Handling and Disposing of a Sharp

Appropriate staff will receive health and safety training as part of their induction or as required, which will be refreshed annually. This training will include:

- the safe collection and disposal of sharps;
- assembling sharps boxes and verifying that they are compliant with the accepted standards;
- the procedure to log incidents and who to inform; and
- immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises e.g., a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Supporting Pupils with Medical Conditions in School Policy.

Sharps boxes will be marked ‘Danger: Contaminated Sharps’ and ‘Destroy by Incineration’. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately e.g., due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there is multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment e.g., tongs or brush and pan for broken glass, and will be placed into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- the incident will be recorded with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

### **Sharps Injury**

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water.
- Wash the wound using water and soap.
- Avoid scrubbing the wound while washing.
- Avoid sucking the wound.
- Dry the wound and cover it with a waterproof dressing.
- Seek medical advice.

Injuries will be handled in line with the First Aid Policy and an A&E form will be completed.

### **11. Evacuation, Invacuation, Lockdown and Bomb Threat Procedure**

The school will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy, the Evacuation Procedure and in PEEPs in the event of a crisis.

All staff fully understand and effectively implement the school's Emergency Management Plan.

In the event of an emergency, the procedures outlined in the Emergency Management Plan, the Invacuation, Lockdown and Evacuation Policy, the Evacuation Procedure and the appropriate Lockdown Procedure will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure.

The school has a separate Emergency Management Plan which will be consulted in the event of a critical incident.

## **12. Visitors and Contractors**

The procedures outlined in the Visitors Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

## **13. Construction and Maintenance**

When undertaking construction or maintenance WORK, THE SCHOOL WILL DO SO IN ACCORDANCE WITH The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- the construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- the installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- the assembly on site of prefabricated elements which, immediately before such disassembly, formed a structure; and
- the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or form disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/ CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - what the school wants built or maintained;

- the site and existing structures;
  - information about hazards, such as asbestos;
  - timescales and budget for the build;
  - how the school expects the project to be managed;
  - CDM appointments of the principal contractor and/ or principal designer;
  - welfare arrangements; and
  - details of the nearest A&E department.
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
  - The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
  - The roles, functions and responsibilities of the project team are clearly defined in writing e.g., in the project plan.
  - Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
  - The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
  - Following completion of the project, the health and safety file is handed over to the headteacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The headteacher or appropriate person will hold frequent progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

#### **14. Personal Protective Equipment (PPE)**

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair, damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the health and safety officer to determine the suitable PPE to be used for each hazard. The risk assessments will be reviewed on an annual basis.

Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school will cover the costs of purchase, cleaning and repair for all clothing that is:

- protective clothing that staff require to fulfil their roles; or
- a uniform that employees only wear to work.

The school business manager will keep a record of expenses related to PPE and uniform for HR and finance purposes. In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not [exempt](#). Using a [P11D form](#), the school will report the cost of the following to HMRC, unless they are exempt:

- buying clothes for employees;
- lending clothes to employees; or
- cleaning or repairing clothes.

The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement. If the school follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

- paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC; or
- paying back the employee's actual costs.

The school will always use PPE in line with UK Health Security Agency guidance.

## **15. Employee Clothing**

If the school purchases clothing for employees, or lends it to them, we will:

- report the costs on a P11D form; and
- pay class 1A National Insurance on the value of the benefit.

If employees purchase clothing that is necessary to complete their role and the school reimburses them, the school will:

- add the value of the benefit to the employee's earnings; and
- deduct and pay PAYE tax and class 1 National Insurance through payroll.

If employees purchase non-durable clothing e.g., rubber gloves, and the school reimburses them, the school will:

- add the value of the benefit to the employee's earnings; and
- deduct and pay PAYE and class 1 National Insurance through payroll.

If employees have to have clothing cleaned or repaired, the school will:

- add the value of the benefit to the employee's earnings; and
- deduct and pay PAYE and class 1 National Insurance through payroll.

The value of clothing for tax and reporting will depend on whether the school has given or lent clothing to employees. If clothing is given to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- the second-hand value of the clothing when it is given to employees; or
- the initial cost of the clothing.

If clothing is lent to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to the employees; or
- any annual rental or hire charges the school pays for it.

## **16. Work-Related Hazards**

### **Manual Handling**

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of an action, the force and/ or posture involved in the completion of a handling task, and/ or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Moving and Handling Policy and Risk Assessment Policy will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and are being implemented correctly.

The capability and circumstances e.g., age of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

In order to manage these risks, the school will implement and follow its Moving and Handling Policy.

### **Working at Height**

Policy and procedures concerning employees working at height will be addressed in the Working at Height Risk Assessment. Staff members are required to sign statements confirming that they have received, read and understood the risks, prior to being allowed to work at height.

### **Lone Working**

Policy and procedures concerning employees lone working will be addressed in the Lone Worker Risk Assessment. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

### **Stress Management**

Staff will be made aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

### **Display Screen Equipment**

Display screen equipment (DSE) assessments will be carried out by the health and safety officer for teaching and administrative staff who regularly use laptops or desktop computers. Further policy and procedures concerning DSE are addressed in the Display Screen Equipment Guidance.

## **17. Maintaining Equipment**

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- all electrical appliances;
- all fixed gymnasium equipment;
- any workshop equipment e.g., lathes and kilns;
- all fume cupboards;

- all external play equipment (once per term);
- soft play (once per term); and
- trampoline room (once per term).

It will be the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Any portable electrical equipment will be visually inspected on a daily basis by the site manager and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

The school will make use of automated external defibrillator (AED) as part of its first aid equipment through the DfE's arrangements to [buy, install and maintain an AED](#).

### **Use of Equipment**

There should be at a minimum one member of staff positioned near the play equipment being used by pupils. This will vary depending on the size of the equipment and the number of pupils using it.

Safety guidance must be adhered to at all times. This is the same, when using hoists.

### **18. Hazardous Materials**

The school will act in accordance with the school's COSHH Policy at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

The health and safety officer will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The site manager, in liaison with the health and safety officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by the site team. All COSHH and Ionising Radiation Regulations will be adhered to.

Low-toxicity products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe will be disposed of by a registered waste carrier, in accordance with school procedures.

## **19. Asbestos Management**

In accordance with HSE guidance, an asbestos management survey was undertaken as organised by the local authority, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

## **20. Cleaning**

Cleaners will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in and will check available guidance.

## **21. Infection Control**

The school will actively prevent the spread of infection through the following measures:

- routine immunisation;
- maintaining high standards of personal hygiene and practice; and

- maintaining a clean environment.

The school will keep up-to-date with national and local immunisation scheduling and advice. The school supports the NHS with its vaccination programme, by providing information to families as required.

All staff will be required to complete a medical questionnaire before starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks e.g., flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

Further information concerning the school's policies and procedures addressing infection control can be found in the Infection Control Policy.

## **22. Allergens and Anaphylaxis**

The school's Supporting Pupils with Medical Conditions in School Policy will be implemented consistently to ensure the safety of those with allergies. The school is a nut free zone.

Parents will be required to provide the school with an up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Where required, EpiPens are kept in class in a locked medical cabinet where the pupils are based. Staff will be trained to administer them.

Under the Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injectors (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available, or is not working. The school may purchase spare AAI's from a pharmaceutical supplier, such as the local pharmacy.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school premises meet the requirements of Natasha's Law i.e., the product displays the name of the food and a full up-to-date ingredients list with allergens emphasised in bold or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS are labelled in line with Natasha's Law.

Staff will receive appropriate training and support relevant to their level of responsibility,

in order to assist pupils with managing their allergies.

Staff will wash their hands before and after handling food. Pupils must wash their hands before lunch and staff assisting more than one pupil at lunch time should wash their hands in between working with the two children.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Supporting Pupils with Medical Conditions in School Policy.

### **23. Medication**

The school's Supporting Pupils with Medical Conditions in School Policy (Administration of Medication and Enteral Feeds) will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

### **24. Smoking**

The school is a non-smoking premises and no smoking will be permitted on the grounds.

### **25. Security and Theft**

Steps taken to reduce security risks will be addressed in the School Security Policy.

CCTV systems may be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Money will be held in a safe and banked on a half termly basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the school office or finance office, and staff should not be placed at risk of robbery.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the Police and staff will be expected to assist Police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing equipment that is believed to be stolen will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the

school e.g., security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context e.g., recent arson attacks.

## **26. Severe Weather**

The school will act in accordance with the guidance received (i.e., weather warnings) where the weather could pose a risk to individuals on the school premises.

The headteacher, in liaison with the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

## **27. Safe Use of Minibuses**

Health and safety policy and procedures concerning school minibuses will be contained in the school's Minibus Policy. The facilities manager will be responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax in liaison with the local authority.

The driver will have a current licence, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles. Drivers will complete the relevant form from the responsible person and supply a copy of their driving licence.

All drivers will have received an appropriate driver assessment and undertaken a medical before being able to drive a school minibus.

Training in the safe use of wheelchair clamps and the tail lift operation will be arranged.

Vehicles will not be allowed onto the school site other than the school frontages unless prior arrangement and supervision has been arranged with the site manager.

Home/ school transport vehicles will be supervised and no pupil will be allowed to enter or exit buses until all vehicles are stationary and a safe signal has been given.

The minibus will carry strictly one person per seat and seatbelts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

There is a list held in the personnel files of all staff that hold the required licence and have completed specific training allowing them to drive the minibus.

## **28. School Trips and Visits**

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits Policy.

## **29. Near Misses**

A 'near miss' is an event not causing harm, but that has the potential to cause injury or ill health.

If staff members, pupils, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

## **30. Monitoring and Review**

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments will be made immediately.

This policy will be reviewed on an at least annual basis.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

## **Appendix 1**

**The following extract is taken from Croydon Local Authority Health and Safety Policy 2023.**

### **SCHOOL RESPONSIBILITIES**

#### **3.23 SCHOOL GOVERNORS**

3.23.1 The governing bodies of community schools are corporate bodies. A corporate body has a legal identity separate from that of its members. Governors should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents, and anyone with a legitimate interest in the school. School governors of community schools have responsibility for and are expected to:

- a) Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implement the Council's health and safety policy.
- b) Give due consideration to health and safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources.
- c) Ensure, so far as it is within their power, that school specific health and safety arrangements are developed and effectively implemented to deliver the Council's health and safety policy.
- d) Co-operate with advice and directions issued by the Council relating to matters concerning health and safety or establish and adopt other equally effective measures.
- e) Ensure that in respect of any project that they initiate, consider and appropriately consult on issues affecting the health and safety of all persons at the planning stage and include any necessary measures to control risks.

#### **3.23 HEAD TEACHERS**

3.24.1 Head teachers will liaise with the governing body to ensure health and safety and welfare of employees, pupils and others who may be affected by the school premises or activities. The head teacher is responsible for the day-to-day management of the school and therefore has responsibility for and is expected to ensure:

- a) An appropriate school-specific health and safety policy is developed and effectively implemented, and its requirements are communicated to all relevant persons.
- b) Local management arrangements are introduced which effectively implements the requirements or corporate, departmental or other policy or arrangements of the Council, including arrangements which control risks associated with the school premises and activities.
- c) School premises are maintained in a safe state of repair, in accordance with the requirements and arrangements of the Council, including those associated with the assessment and appointment of contractors.

- d) The co-operation with the requirements, guidance or directions issued by the Council relating to matters concerning health and safety.
- e) Sufficient assessments are conducted for significant risks arising from the school premises and activities.
- f) That they act as the Person Responsible for premises, in liaison with Education and Corporate Property.
- g) All staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely.
- h) That they keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to premises and activities.
- i) That health and safety is a core element at all scheduled meetings, such as monthly staff meetings, consider incorporating health and safety as a permanent agenda item and where necessary, establish a local health and safety committee.
- j) All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place.
- k) Employees have access to the Health and Safety Executive "Health and Safety Law – What you should know" poster or the associated leaflet.
- l) Ensure that the school has access to competent health and safety advice.
- m) That all incidents are reported and investigated, and incident trends are monitored and are acted upon.
- n) Ensure only competent contractors are engaged and their work is suitably monitored and supervised to ensure they discharge their health and safety responsibilities appropriately.
- o) Ensure sufficient and suitable emergency response arrangements are in place including fire evacuation arrangements.

### **3.25 DEPARTMENT HEAD TEACHERS & ASSISTANT HEAD TEACHERS**

3.25.1 Department Head Teachers and Assistant Head Teachers are responsible for the effective implementation of health and safety arrangements in their area of responsibility and are expected to:

- a) Allocate appropriate health and safety responsibilities to staff members, ensuring they are understood and effectively implemented.
- b) Keep up to date with legislative changes, code of practice, industry best practice and corporate arrangements.
- c) Ensure all hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place.
- d) Ensure risk control measures identified by risk assessments are implemented and their effectiveness monitored.
- e) Monitor health and safety performance of employees and contractors.
- f) Ensure all employees within their control are provided with adequate training instruction, supervision, and information to allow them to work safely.
- g) Ensure all accidents, occupational ill health and hazardous incidents are reported and investigated in accordance with the relevant arrangements.
- h) Co-operate fully with, in liaison with Corporate Health and Safety, enforcing

authorities and their inspectors in relation to any enquiries and investigations.

- i) Ensure all plant, equipment, personal protective equipment and other safety devices are maintained, repaired and replaced as necessary.
- j) Ensure all statutory and other appropriate tests are carried out on equipment at appropriate intervals.
- k) Identify health and safety deficiencies within their area of responsibility and take remedial action, seeking advice where necessary from competent persons including health and safety practitioners. Where significant and on-going concerns are identified ensure the relevant head teacher or director is informed.

### **3.26 EMPLOYEES (TEACHING AND NON-TEACHING STAFF)**

3.26.1 Employees must take reasonable care for their health and safety and that of others and co-operate fully with school management on health and safety matters. In particular employees will have a responsibility to:

- a) Not interfere with or misuse anything provided in the interests of health and safety.
- b) Report any medical condition which makes them unfit for, or at increased risk from any particular work activity either temporarily or permanently.
- c) Attend safety training courses as and when directed to do so.
- d) Assist management with the assessment and control of risks.
- e) Use equipment (including personal protective equipment) machinery or dangerous substances in accordance with instruction and training.
- f) Report any accidents, hazardous events or conditions to their manager and to seek first aid treatment for any injury sustained at work.
- g) Co-operate with any investigation of health and safety in their workplace.
- h) Make themselves familiar and comply with relevant health and safety policies, arrangements, safe systems of work and notify their line manager of their safety training needs.

### **NON-EMPLOYEES RESPONSIBILITIES**

#### **3.27 VOLUNTEERS**

3.27.1 Volunteers will be afforded the same conditions in terms of equipment (including personal protective equipment), information, instruction, training and supervision as employees whilst they carry out tasks on the Council's behalf.

3.27.2 They will have responsibility for and are expected to ensure that they follow all safety arrangements and procedure to minimise risk to themselves and others who may be affected by their acts or omissions.

#### **3.28 PERSONS ON WORK EXPERIENCE, APPRENTICESHIPS AND INTERNS**

3.28.1 Persons on work experience or placements have the same responsibilities as employees. The Council shall ensure that risk assessment arrangements and control

measures take account of the relative lack of experience or immaturity of young persons of those unfamiliar with the workplace.

### **3.29 CONTRACTORS AND AGENCY WORKERS**

3.29.1 Contractors, agency workers or employees of other employers working within or on behalf of the Council have similar responsibilities as Council employees. They shall be required to co-operate with the Council to ensure that risks associated with their activities are effectively managed.

3.29.2 The Council shall co-operate fully with other employers to ensure that respective roles and responsibilities are clearly understood, and all relevant information is effectively shared. Contractors or agency workers shall comply with the Council's health and safety management arrangements, including those relating to the reporting and investigation of accidents and incidents.

## Appendix 2 - Responsibilities

Overall responsibility for health and safety within the school lies with the headteacher. The following pages show who to go to in the event of a query. A full list of responsibilities can be seen in section 2.

The school encourages all staff, pupils, parents/ carers and volunteers to take responsibility for keeping the school environment clean, tidy and safe. Staff will use the correct equipment and tools for the job and any protective clothing supplied.

All staff in school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. Our pupils are especially vulnerable and staff need to be constantly alert for possible sources of danger. It is also the duty of every member of staff to report any unsafe conditions to the headteacher or school business manager.

### Headteacher – Overarching responsibility SBM

- Designated health and safety officer
- Training – premises and health and safety
- Accident review, investigation, monitoring and reporting
- Data protection
- Premises overview
- Risk assessments – review and monitoring
- Maintenance contracts
- Expectant mothers review
- Absence monitoring
- Business continuity/ emergency action plan

### Deputy headteachers/ assistant headteachers

- Safeguarding
- E-safety
- Accident reports investigation
- Behaviour review
- Behaviour management and BMPs
- Day to day management of safe site and safe working
- Staff supervision levels and absence cover
- LOTC checking
- Training
- Curriculum areas, risk assessment and procedures
- Day-to-day management of safe site and safe working

### Moving and handling coordinator

- Moving and handling training and advice
- Pupil moving risk assessments and PEEPs

- First aid boxes

#### PE leads

- Sports equipment – checking, maintenance and fault reporting
- Sports activities and events – risk assessments

#### Facilities manager

- Overall facilities and premises management at all sites
- Fire risk assessments; drills, testing, controls and signage
- Emergency lighting testing
- Water management – Legionella control
- Hydrotherapy pool control
- Risk assessments – premises, working at height, lone working
- Electrical testing – hard wire and PAT
- Lift maintenance
- Gas safety testing
- Boiler maintenance
- Minibuses – safety checks, maintenance, driver and clamping training
- Cleaning/ hygiene/ waste disposal
- COSHH safety sheets and training
- Removal of hazards
- Asbestos
- Tree safety
- Playground equipment and surfacing

#### Teachers/ therapists

- Day-to-day safe management of all working areas
- Reporting of faults
- Behaviour management, support and recording
- Accident reporting
- Parental permissions
- Data protection
- First aid
- Moving and handling
- Administration of medication and feeds
- Adherence to guidelines for trampoline, hydrotherapy, transport
- LOTC
- Risk assessments for activities
- Ensuring food hygiene training has been undertaken by appropriate staff

#### Kitchen overview

- Deep cleaning

- EHO
- Equipment maintenance
- Gas safety
- Kitchen filters

#### Site managers and site assistants

- Day-to-day checks for safe site working
- Removal of hazards
- Maintenance
- Fault reporting or organising repairs
- Weekly fire bell tests
- Fire drills recording
- Cleaning/ hygiene/ COSHH control
- Playground equipment and surfacing