



## Health and Safety Overview Policy

<b>Status of the Policy</b>	
<b>Policy Agreed</b>	<b>Summer Term 2020</b>
<b>Policy Review</b>	<b>Summer Term 2021</b>

## 1. INTRODUCTION

This policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, pupils, visitors and other users of our sites.

As the employer of staff, Balmoral Learning Trust has overall responsibility for the health, safety and welfare of staff and pupils in the schools.

Although overall accountability for health and safety lies with Balmoral Learning Trust, day-to-day responsibility for the health and safety of staff and pupils in individual academies is delegated to the Head of School, who in turn will delegate particular functions to other staff, in particular the Site Supervisor.

The local governing bodies of the schools within Balmoral Learning Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Head of School and Senior Leadership Team of the school to support good health and safety management.

## 2. AIMS

- To ensure that the work environment is always a safe and healthy place in which to work.
- To provide plant, equipment and systems of work that are safe and without risks to health.
- To raise awareness among all building users of their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own health and safety at work.
- To ensure the dissemination of all relevant information from H&S Advisors and other bodies to the correct user[s].
- To regularly monitor and review safety procedures throughout the Trust.
- To create and update a central file containing relevant health and safety information.
- To ensure the Health and Safety policy will be regularly reviewed and updated

## 3. RESPONSIBILITIES

Overall responsibility for the management of health and safety within the Trust is that of:

**Susan Bell- CEO**

Responsibility for general health and safety management is that of:

**Sarah Chapman – Director of Finance and Operations**

Responsibility for individual school health and safety management is that of:

**East Herrington Primary Academy – Nicola Hair (Head of School), Karl Ridley (Site Supervisor)**  
**Hetton Lyons Primary School - Val Wilson (Head of School), Steven Wardle (Site Supervisor)**

## ORGANISATION

**Balmoral Learning Trust will:**

- a) ensure that adequate funding is provided from the academy budget to enable the academy to be organised and run in a safe and healthy manner;
- b) deal with any health and safety problems brought to them by the Head of School, staff or parents, through meetings or any emergency meetings, which may be called due to unforeseen circumstances;
- c) ensure that the Trust's Health and Safety Policy is brought to the attention of all staff and implemented in each academy;
- d) confirm compliance with all policies and procedures;
- e) ensure that appropriate risk assessments have been carried out;
- f)

### 2.1 Responsibilities of the Local Governing Body

**The Local Governing Body will ensure that:**

- a) The Head of School produces a school health and safety policy for the school for approval and adoption by the local governing body.

- b) Suitable and sufficient risk assessments are undertaken and a written record of the assessments is kept.
- c) Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- d) Regular termly safety inspections are undertaken.
- e) Inspection reports are considered and acted upon.
- f) Health and safety is a standing item on all agendas.
- g) A positive health and safety culture is established and maintained.

## **2.2 Responsibilities of the Head of School**

The Head of School is responsible for day-to-day overall management of health and safety in the school.

### **The Head of School will ensure that:**

- a) A health and safety policy is produced for approval by the Local Governing Body and that the policy is regularly reviewed and revised as necessary, at least every two years.
- b) Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- c) For high-risk activities, safe systems of work are identified via a risk assessment.
- d) Information and advice on health and safety is acted upon and circulated to staff and governors.
- e) Regular inspections are carried with reports submitted to the Governing Body and Trust.
- f) An annual report is provided to Governing Body.
- g) There is co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- h) Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- i) Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- j) Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- k) Appropriate tasks are delegated to the Academy's Site Supervisor and other premises staff.

## **2.3 Responsibilities of Senior Leaders**

- a) Deputy and Assistant Head of Schools may be required to undertake any of the Head of School duties that have been reasonably delegated to them which may include responsibility for health and safety management.
- b) Staff may be expected to oversee health and safety matters relating to their curriculum areas.

## **2.4 Responsibilities of the Site Supervisor**

### **The Premises Manager will ensure that:**

- a) Safe means of access and egress are maintained.
- b) The premises are kept clean and that adequate welfare facilities are provided.
- c) Safe working arrangements are in place when contractors are working on the premises.
- d) Adequate security arrangements are maintained.
- e) Adequate fire safety arrangements are implemented.
- f) Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- g) Adequate systems are in place for the management of asbestos and control of legionella.
- h) All premises-related accidents/incidents are recorded and investigated.
- i) Regular inspections of the premises take place, with union safety representatives invited to take part.
- j) A copy of the Health and Safety Law poster is displayed in an easily accessible location.

## **2.5 Responsibilities of all Employees**

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

**All staff employed by the academy will act responsibly to ensure that:**

- a) They are familiar with, and comply with, the Health and Safety Policy.
- b) They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- c) They report immediately, to the Head of School or to their line manager any serious or immediate danger of which they become aware.
- d) They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Head of School/ Head of School or to their line manager.
- e) There is no misuse of anything that has been provided for health and safety purposes.
- f) They use the correct equipment and tools for the job and any protective equipment that may be supplied.
- g) Bring to the attention of the Head of School any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits;
- h) Report to the Head of School any problems that they feel they cannot deal with themselves;
- i) Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular, employees should co-operate with their managers.

**2.6 Responsibilities of all Pupils**

All pupils will be encouraged to follow safe working practices and observe safety rules.

**All pupils will:**

- a) Follow all instructions issued by any member of staff in case of emergency.
- b) Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- c) Inform a member of staff of any situation that may affect their safety or that of other pupils or staff.

**Risk Assessment**

Risk assessments are a legal requirement, mainly under the Management of Health and Safety at Work Regulations 2006, although most health and safety legislation requires a risk assessment approach. Risk assessments must be recorded. This could be on the Evolve System, on the electronic Risk Register or on a risk assessment form. The risk assessment forms must be kept on the academy premises.

Risks should be assessed periodically, following an accident, on the introduction of a new process / equipment and any change in circumstances. Educational visits also require a written risk assessment.

**Fire**

An outbreak of fire in a school can be extremely dangerous. Under the Regulatory Reform (Fire Safety) Order 2005, there is a legal requirement for each building to have an up to date fire risk assessment. This should identify all sources of heat with the potential to cause fire e.g. gas heaters, cookers etc., and the storage of combustible materials.

Each individual school is responsible for ensuring that a Fire Risk Assessment has been carried out and there is a process in place for this to be reviewed on a regular basis.

Fire drills are carried out once per term and are recorded in the Fire Precautions Log Book. Shown below are the name(s) of the staff who are responsible for ensuring that fire drills are carried out:

**East Herrington Primary Academy: Karl Ridley**

**Hetton Lyons Primary School: Steven Wardle**

Various other fire precautions should also be recorded in the logbook e.g. fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officer visits.

The following staff are responsible for ensuring that the Fire Logbook is kept up to date:

**East Herrington Primary Academy: Karl Ridley**

**Hetton Lyons Primary School: Steven Wardle**

When the schools require **painting** only paints providing a flame retardant surface will be used in high-risk areas. **Hot works permits** are required for relevant works on the premises.

### **Asbestos**

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings. It was used mainly because of its fire proofing and insulation qualities. Buildings constructed after 2000 should not contain asbestos.

Where applicable, there is an Asbestos Register on site. This is kept in an accessible place where visitors and contractors sign in. The Head of School, as the duty holder under the **Control of Asbestos Regulations 2012**, has responsibility for the management of asbestos on site, although some functions and day-to-day issues are delegated to Senior Managers and other members of staff.

Shown below are the name(s) of the staff who are responsible for ensuring that Asbestos information is brought to the attention of any relevant member of staff and also to all contractors that may carry out work on our sites.

**East Herrington Primary Academy: Karl Ridley**

A copy of the school's management survey is kept in the asbestos register. Where invasive building works are to be carried out on an academy premises i.e. refurbishment, demolition, additional electrical wiring, installation of whiteboards etc., a more in depth Refurbishment or Demolition asbestos survey will be carried out.

Shown below are the name(s) of the staff who are responsible for monitoring the condition of asbestos materials that are on site and ensuring that records are kept up to date.

**East Herrington Primary Academy: Karl Ridley**

### **ACCIDENTS**

All accidents involving our staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

Shown below are the name(s) of the staff who are responsible for ensuring accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported.

**East Herrington Primary Academy: Nicola Hair**  
**Hetton Lyons Primary School: Val Wilson**

All accidents must be recorded using the accident/incident and near miss online form, the link to which can be obtained from the main office. The forms are reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace.

Shown below are the name(s) of the staff who are responsible for:

#### **Accident Review:**

**East Herrington Primary Academy: Sarah Wilson**  
**Hetton Lyons Primary School: Christine Colwell**

#### **Accident Investigations:**

**Balmoral Learning Trust: Sarah Chapman**

### **FIRST AID**

Under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of each academy.

Records of qualified first aiders are maintained by individual schools. Qualifications are kept in personnel files and there is a procedure in place for revalidating first aid certificates.

Consideration should also be given to the level of first aid provision that is required on off-site activities. Named first aiders are present on all school visits. For residential visits and other outdoor off-site activities, the risk assessment of the provider is adopted.

In line with DfE guidance there should be one first aider for every 100 people on site. This is usually made up of 2 three day qualified first aiders, with the remainder being 1 day trained.

Shown below are the name(s) of the staff who are responsible for ensuring that first aid equipment is restocked:

**East Herrington Primary Academy: Lesley Ferguson, Michelle Fannen**

**Hetton Lyons Primary School: Kellie Douglas, Jillian Wardle**

### **ADMINISTERING MEDICATION**

Parental agreement must be sought for administering medicine. A record of medicine administered to children must be kept. Each academy must also keep a record of staff trained in administration of medicines.

Parents are asked not to send medicines to school. Only prescribed medication can be administered and must be handed to the main office by an adult. A care plan must be completed by the parent prior to medication being given.

### **ELECTRICITY**

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** require that all electrical systems and appliances are periodically inspected and maintained.

The maintenance and repair of electrical equipment is the responsibility of each school.

- Fixed installations i.e. sockets, light fittings and general wiring throughout each academy will be tested at least every five years by a competent electrician.
- Portable electrical equipment will be inspected, tested and maintained in accordance with the Institute of Electrical Engineers.

**Any personal electrical equipment brought in by staff will be classed as school equipment and should not be used until it has been PAT tested.**

Shown below are the name(s) of the staff who are responsible for arranging for the testing and maintenance of portable electrical appliances, and fixed installation testing:

**East Herrington Primary Academy: Karl Ridley**

**Hetton Lyons Primary School: Steven Wardle**

### **GAS**

Under the **Gas (Installation and Use) Regulations 1998**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc.) to be checked, serviced and maintained by a competent (CORGI registered) contractor on an annual basis

Shown below are the name(s) of the staff who are responsible arranging the testing and maintenance of gas appliances.

**East Herrington Primary Academy: Karl Ridley**

**Hetton Lyons Primary School: Steven Wardle**

### **SUBSTANCES**

The **Control of Substances Hazardous to Health Regulations 2002** (COSHH) requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

There is an inventory on site of all hazardous substances. There are no known hazardous substances purchased by curriculum post holders within the Trust.

Shown below are the name(s) of the staff who are responsible for checking that no purchases on behalf of the curriculum subject leaders are deemed a hazard:



**East Herrington Primary Academy: Sarah Wilson and Karl Ridley**  
**Hetton Lyons Primary School: Christine Colwell and Steven Wardle**

Externally contracted cleaning companies are required to provide COSHH certificates for any substances that they use. The COSHH sheets must be kept on site. Hazard data sheets are available at each academy for all hazardous substances that are used on the premises. Additionally, separate risk assessments are carried out for the work processes.

Shown below are the name(s) of the staff who are responsible for ensuring that data sheets are available on site and that appropriate assessments have been carried out for any cleaning substances deemed as hazardous:

**East Herrington Primary Academy: Karl Ridley**  
**Hetton Lyons Primary School: Steven Wardle**

#### **LEGIONELLA**

Site Supervisors at each school have responsibility for arranging water temperature testing and legionella risk assessments via service level agreements with contractors. They are also responsible for daily tap flushing including little used water outlets.

#### **ADDITIONAL ARRANGEMENTS**

Consideration should be given to the following issues within each academy:

##### **Health and Safety**

All staff are responsible for Health and Safety. Anything deemed to pose a health and safety risk is to be reported to the relevant member of staff. The Local Governing Body should carry out an annual Health and Safety tour of the school.

##### **Site Security**

The Site Supervisor for each academy is to ensure that daily checks of the school grounds are carried out to reduce the risk of hazardous materials or substances e.g. broken glass, being discovered on school property.

All external gates are to be locked at the agreed times so that there is only one point of access to school. Parents/carers are to report to the school office if they need to contact their children during school hours. We ask that parents/grandparents refrain from speaking to the pupils through gates/fences.

##### **Jewellery**

As a result of some unpleasant injuries to children caused by wearing jewellery within schools, the Trust prohibits pupils from wearing jewellery during P.E lessons. Academies are not permitted to accept assurances from parents who seek to absolve the academy from any responsibility for injury from the wearing of jewellery during physical education and out of hours activities.

Each school has a uniform policy and this includes expectations regarding the wearing of jewellery.

##### **Road Safety**

Particular care needs to be taken on the way to and from school during planned trips to ensure the safety of the children. Because of the problems caused by the high levels of traffic, children need to show a high level of awareness and responsibility. Road safety on journeys to and from school remains the responsibility of parents/carers.

#### **HEALTH AND SAFETY POLICY AND PROCEDURES**

The schools will adopt Balmoral Learning Trusts arrangements or, when necessary, establish its own arrangements that are set out in separate policies for addressing the following areas:

Accident Reporting	Asbestos Management (Where applicable)
School Visits	Fire Safety
Severe Weather (Snow and Ice)	Administration of Medicines
Critical Incidents	Lone Working
Lifting and Handling	First Aid