

Health, Safety and Welfare Policy

Brighton Hill Community School



REVIEW DATE:

SEPTEMBER 2024

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Table of Contents:

Introduction: A note to Headteachers

The law regarding health and safety policies

Part 1: Health and safety policy statement

Part 2: Organisation and responsibilities:

- Employer
- Governing body
- Headteachers
- Deputy headteachers
- Managers
- Teaching staff
- Site manager/ caretaker
- Health and safety Co-ordinator
- All employees
- Safety representative
- Health and safety committee

Part 3: Arrangements:

1. Accident near miss reporting, recording and investigation
2. Asbestos
3. Contractors
4. Control of safe handling and use of hazardous substances
5. Curriculum safety
6. Display screen equipment
7. Electrical equipment
8. Emergency procedures
9. Fire precautions and procedures
10. First aid
11. Glass and glazing
12. Health and safety advice
13. Housekeeping, cleaning, waste disposal
14. Infection control (COVID-19)
15. Jewellery
16. Lettings/shared use of premises
17. Lone working

18. Long term evacuation plan
19. Maintenance of equipment
20. Management of medicines
21. Manual handling
22. Personal protective equipment (PPE)
23. Playground safety
24. Risk assessments
25. School trips/off-site activities
26. Site security/visitors
27. Smoking
28. Staff consultation
29. Staff health and safety training
30. Staff well-being/ stress
31. Swimming pools
32. Vehicles on site
33. Violence/school security
34. Water management (Legionella)
35. Working at height

Introduction:

A note to the Headteacher:

Before you devise your school health, safety, and welfare policy, please read the following information:

The headteacher must keep the policy up to date to show how health and safety is managed within the school environment.

The employer (the local authority, governing body, or proprietor) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.

You should consult with staff and governors when devising the policy and ensure that all staff have an opportunity to contribute, to allow them staff to understand what it means for them.

The policy must be signed and dated by the Headteacher and Chair of Governors and should be reviewed at least annually, or sooner if there is any reason to suspect it is no longer valid.

The employer must provide a health and safety policy. Academies, foundation, and voluntary aided schools who adopt policies and guidance documents approved by SCC's Schools Joint Health and Safety Committee, will be deemed to have received union consent.

The law regarding health and safety policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted on with the employees and recognised trade unions.

A robust safety policy demonstrates to staff, pupils, and visitors that the organisation values their health, safety, and welfare.

The allocation of responsibilities and the recording of arrangements to implement the policy encourage a clear approach to the management of health and safety.

After any appropriate drafting, the policy can then be presented for approval to the school management team before final adoption by the governing body.

This policy and information is to be shared later with others such as visitors and contractors. The policy will be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

The arrangements section of this template policy will need to be adapted to reflect what your individual school has in place. Some of the sections have been populated, others detail the type of information that should be included. Where a school has a separate policy that covers an area, this can be referenced in that section without the need to duplicate the content.

Health, Safety and Welfare Policy

Brighton Hill Community School

Part 1:

Statement of general policy on health, safety, and welfare

The Governing Body and Headteacher of Brighton Hill Community School:

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, students, and visitors.
2. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons that they supervise and take responsibility for.
3. The governing body and Headteacher will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
 - The maintenance of safe plant and safe methods of work without risks to health.
 - The safe use, handling, storage and transport of articles and substances
 - Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
 - The premises for which they are responsible for have safe access and egress for all staff, pupils, and visitors.
 - Adequate facilities and arrangements for welfare are provided.
 - A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
 - The safety of visiting contractors, members of public and authorised visitors
4. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

Mrs S Block
Chair of Local Governing Body

Mr C Edwards
Headteacher

Part 2:

Organisation and responsibilities for health, safety, and welfare

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Headteacher.

The governing body

Responsibility for the health and safety of pupils lies with the governing body of the school either as the employer of school staff, or because it controls school premises (or both) and approves the health and safety policy of the school and monitors its successful implementation.

The governing body further ensures as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the health and safety policy.

1. The governing body will specifically:
 - Include health and safety targets in the school development plan.
Targets may include:
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff
 - Revision of policy/procedure
2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
3. Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Headteacher currently. This report should include information on:
 - Progress of the health and safety targets in the SDP.
 - Accident/incident analysis
 - Relevant health and safety information received from the council or its advisors.
 - Suggestion on future health and safety initiatives.
4. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
5. The governing body will take all reasonable measures to ensure that:
 - The premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises.
 - They will make adequate provision for maintenance of the school premises and equipment.

Headteacher

As senior manager for the premises, and of all on and off-site school related activities, the Headteacher is responsible for health and safety. The operational day to day management of this is delegated to the Staffing & Business Leader who acts as competent manager on behalf of the Headteacher. They will advise the headteacher and governors of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy is brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school.
3. Appropriate control measures are implemented.
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building
 - Play/Sports equipment
 - Fire appliances
 - Boiler/heating systems
 - Portable electrical appliances
 - Water systems
 - First aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g., gymnasium and fume cupboards
8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher health and safety awareness
 - Health and safety induction training (all new and temporary staff including agency)
 - Emergency/fire training for the whole school community
 - First aid
 - Risk assessment
 - Health and safety coordinator
 - Manual handling
 - Working at height
9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
12. A termly health and safety report is provided to governors.
13. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
14. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
15. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
16. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
17. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape.

The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005. The day-to-day operational management of this is delegated to the Staffing & Business Leader as the competent manager.

A school health and safety committee is established in accordance with the school policy. The Headteacher may delegate functions to other staff (e.g., a health and safety coordinator), who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher. Assistant heads can provide support to Deputy Heads who retain overall responsibility.

Managers

1. Managers in charge of curriculum areas/departments/staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. Line managers will ensure that:
 - The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
 - All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
 - All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
 - Any equipment/appliance which has been identified as being unsafe is removed from service.
 - Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report is provided to them where necessary.
 - The health and safety training needs of staff are identified and the Headteacher informed accordingly.
 - Staff are properly consulted on any matters that may affect their health or safety whilst at work.
 - New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
 - First aid provision is adequate.
 - Pupils are given relevant health and safety information and instruction.

Teaching staff (including supply)

Teaching staff are responsible for the health and safety of all pupils under their control and must ensure:

1. Effective and appropriate supervision of the pupils that they are supervising.
2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.

6. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
7. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

Site manager/caretaker

The site manager/caretaker is responsible to the Headteacher/Staffing & Business Leader and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. These inspections may be carried out with others such as governors, health, and safety coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
5. That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
6. That all staff work in accordance with safe working practices issued by the school, and the Council.
7. Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
8. Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.
9. Inform all contractors of any known hazards which might affect them whilst at work.

All employees (including temporary and volunteers)

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their health and safety responsibilities. All employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practice and local rules.
7. Report any unsafe working practices to their line manager.

Safety representatives

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the governing body/Headteacher is notified in writing of an appointment, the safety representative shall have the following functions:

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.

3. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.

If two or more union-appointed health and safety representatives request in writing that you set up a health and safety committee, you must do so within three months of the request.

Names of appointed safety representatives (if applicable)

Name	Union	Area Covered

Health and safety committee (membership to be determined locally)

The Trust has established a Local Governing Body which meets termly. Health & safety issues and procedures are discussed at these meetings. H & S within the school is also discussed at staff meetings and all staff are encouraged to report and discuss any H & S issues with the Headteacher/Staffing & Business Leader.

Part 3:

Arrangements and procedures for health, safety, and welfare

The following arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within the school by staff. The arrangements and procedures have been established within our school to eliminate or reduce health and safety risks to an acceptable level, and to comply with minimum legal requirements. Arrangements that are detailed in existing policies are referenced under the relevant section. Accident and near miss reporting, recording and investigation.

1. Staff Accidents

For staff accidents the HR Officer will log an incident. All accidents are reported in the appropriate logbook located in the medical room / incident reports are made through the HCC CSHST including advice on reporting RIDDOR when required.

Student accidents are logged on CPOMS.

2. Asbestos

The Headteacher is responsible for the asbestos survey which is delegated to the Staffing & Business Leader as the responsible manager. The Nominated responsible Person is the Site Manager. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect asbestos has been disturbed. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site, this is kept at the school reception desk. The asbestos survey is reviewed annually with the Asbestos Management Plan (AMP).

3. Contractors

The site manager is responsible for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, how staff should report concerns and who.

4. Control of safe handling and use of hazardous substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Staffing & Business Leader. The premises COSHH assessor acting on behalf of the Staffing & Business Leader is The Site Manager.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the store cupboard in the Community Hall (Cleaning substances), external cupboard adjoining Tech 5 (Paint) and Chemical Store in Science for the chemicals for this premises. These are to always remain locked. Radioactive materials are stored in accordance with advice from CLEAPSS, the Head of Science acts as the Radiation Protection Supervisor and the school accesses the HIAS Radiation Protection Officer service.

5. Curriculum safety

All teaching staff will be familiar with the school's health and safety policy, and complete risk assessment's specific to their own curriculum area prior to commencing hazardous activities. Detail staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g., the Association for Physical Education document "Safe Practice in Physical Education, School Sport and Physical Activity": www.afpe.org.uk

6. Display screen equipment

Training requirements for staff who make significant use of Display Screen Equipment (DSE) how to report defects in workstation, how to report health concerns and who to, advice on maximum time to be spent on DSE without break, arrangements for eyesight testing. HSE guidance is followed, and workstation assessments carried out to ensure correct controls are put in place to promote wellbeing, ergonomic workstations, and good working practices.

7. Electrical equipment

PAT testing arrangements, who undertakes it and what the arrangements are for the test periods of inspection. Pat testing is carried out by the school's term contractor. Fixed wiring every 5 years. All faults are reported to the Site Team by email, and through examination by a competent person, who maintains the record of inspection. Include limitations on bringing personal items to school. Defective equipment is reported to the term contractor property help desk or a nominated contractor and put out of use until an inspection and repair is carried out.

Staff wishing to bring electrical equipment for use in school will speak to the site manager in the first instance to ensure PAT/electrical safety requirements are fulfilled prior to it's use.

8. Emergency procedures

Schools will revert to their emergency procedures for bomb threats, evacuations, and other emergencies. Arrangements for dealing with bomb alerts/ suspect packages in accordance with the school's emergency planning arrangements. Arrangements for ensuring the bomb alert procedures are undertaken and implemented, guidance on bombs/suspicious devices or packages will be circulated to staff annually. Arrangements for implementing a sensible and proportionate response to any external or internal incident, such as armed intrusion, chemical spillages, and air pollution for example, which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

9. Fire precautions and procedures

The Headteacher is responsible for arranging and reviewing the school fire risk assessment and action plan, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, personal emergency evacuation plans (PEEP), maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc. The day-to-day operational responsibility is delegated to the Business Manager who has attended the required IOSH accredited training. The fire book is located in the site managers office.

10. First aid

Names of trained appointed first aid staff, the location of first aid boxes are located with the medical officer who is responsible for checking and restocking. First aid provision including contacting parents or calling for emergency service support etc is managed by the student support team.

11. Glass and glazing

All glass in doors, side panels to be safety glass, or fire rated if within a fire door, all replacement glass to be of safety/fire standard, assessment of premises to establish compliance. All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc)

12. Health and safety advice

Competent health and safety advice is available Hampshire County Council Childrens Services Health and Safety Team.

13. Housekeeping, cleaning, and waste disposal

The site team alongside the in-house cleaning team will ensure that premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins. Advice and guidance to the site and cleaning team is available from Hampshire County Council Caretaking Support.

14. Infection control (COVID-19)

The school follows national guidance published by Public Health England when responding to infection control issues and will encourage staff and pupils to follow this good hygiene practice Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from SCC. The Headteacher is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes. Details the procedures in place to minimise spread of infection and arrangements if an outbreak occurs. Please see appendix B attached]

15. Jewellery

Policy on pupils wearing earrings and other jewellery, and instructions to pupils is contained within the school uniform policy.

16. Lettings/shared use of premises

Exchange of health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund-raising events, emergency lighting, public entertainment license.

17. Lone working

Safe working practices/rules for staff who work alone, contact arrangements, risk assessment, limiting high risk activities. Arrangements for agile working including services and resources, such as workstation and equipment available for agile working use and to support the delivery of education. Lone working may include late working, weekend working, site manager duties, site cleaning duties, working in a single occupancy office. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. Staff are required to leave the building by 1800hrs during term time, and 1600hrs during half term and cannot access the school during the holiday periods without the knowledge or consent of the Headteacher, Staffing & Business Leader or Site Manager. If lone working is to be undertaken, a risk assessment will be completed by the Line Manager and a colleague, friend or family member will be informed about where the member of staff is and

when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

18. Long term evacuation plan

Details of what procedures are in place to temporarily relocate staff and pupils to a safe place in the event of not being able to return to the premises after an evacuation e.g., a gas leak, fire etc. Details to include place of temporary relocation and items to take e.g., contact numbers, mobile phone, medical items etc.

In the event of a long term evacuation the school has a reciprocal arrangement with Aldworth School, Western Way, Basingstoke which is within supervised walking distance.

19. Maintenance of equipment

All general equipment requiring statutory inspection and/or testing on site (eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor, or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

20. Management of medicines

Parental requests for medicines to be administered, special staff training requirements, storage arrangements, recording administration, the location of the folder which lists student's medicines and arrangements for dispensing medicines.

Full details can be found within the schools Supporting Students with Medical Needs policy.

21. Manual handling

All staff must complete the moving and handling e-learning course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements.

22. Personal Protective Equipment (PPE)

PPE is available to members of staff and students requiring it. The site manager and cleaning supervisor ensure suitable PPE is available for their teams, the Science and DT/Creative Industries faculties ensure appropriate PPE is available for students and staff whilst undertaking practical work.

23. Playground safety

Duty staff are deployed around the school during break and lunchtime periods.

24. Risk assessments

General risk assessment management will be co-ordinated by the Assistant to the Staffing & Business Leader in accordance with guidance contained in the Children's Services Safety Guidance Procedure.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessor(s) on site are the Staffing & Business Leader, Head of Student Services (student assessments) and HR Officer (staff assessments). They will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work. All risk assessments and associated control measures are to be approved by the Staffing & Business Leader prior to implementation.

Completed risk assessments will be reviewed in accordance with each risk assessment's review date.

25. School trips/ off-site activities

All school trips, including sporting fixtures are authorised through the EVOLVE system. The schools Educational Visits Coordinator (EVC) is the Staffing & Business Leader. The Assistant Headteacher approves trips with any residential/adventurous trips being approved by the Hampshire Outdoor Education Team.

26. Site security/ visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with Health & Safety for Visitors leaflet, photo identification badge with an alternative colour lanyard to the staff lanyard to distinguish they are visitors.

27. Smoking

Brighton Hill Community School is a non-smoking site, this includes vapes/e-cigarettes.

28. Staff consultation

Staff consultation takes place at INSET each school year. At this meeting staff are informed about health and safety issues, how to raise concerns and encouraged to make suggestions for health and safety improvements. Termly reminders are made to the staff to ensure health and safety remains a key focus for all staff via the weekly SLT briefing sheet.

29. Staff health and safety training

New staff are briefed about health and safety arrangements within their induction which is coordinated by the HR Officer establishing minimum health and safety competencies for certain activities.

30. Staff well-being / stress

Headteachers and Senior Leaders actively promote a good work-life balance and this remains an area of focus for the school in looking at improving the health, safety, and wellbeing of all staff members. Support is available from a confidential counselling telephone service, Occupational Health/Access to Work.

31. Swimming pools

Not applicable - Brighton Hill Community School does not have a swimming pool.

32. Vehicles on site

Minibus drivers are required to hold an in-date MIDAS qualification. Driving Licence checks are carried out to ensure drivers are correctly licenced to drive the class of minibus they are using. It is the driver's responsibility to carry out a walk-round check and to complete the checklist prior to driving. In addition to this the schools site team carry out a full check on a weekly basis.

Deliveries on-site are within the car park which is outside of the normal boundary for students during the day. At the end of the school day access to the car park is restricted to allow students to safely leave the site.

33. Violence/school security

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Brighton Hill Community School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported in accordance with Children's Services Safety Guidance.

34. Water management (Legionella)

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella. Temperature monitoring is undertaken by and records retained for auditing purposes by the schools term contractor, Wings Technical Services.

35. Working at height

Work at height is undertaken in accordance with the Children's Services Safety Guidance. At Brighton Hill Community School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety course is the Site Manager and they are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff
- Provide stepladder and steps training to staff using the Children's Services Stepladder & Steps Safety user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice

- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

Appendices

Appendix A – Accidents involving pupils

Appendix B – COVID-19

Any of the above working arrangements/guidance will be amended as necessary and relevant, in-line with current Government advice, regulations, amended or new Acts of Parliament, in relation to COVID-19.

Likewise, and as above, new guidance by Public Health England (PHE) and the Health and Safety Executive will be adhered to in relation to PPE, office, or personal hygiene.

Appendix B – Pupils’ Health and the Administration of Medicines

Appendix C – Fire Drill

Appendix D – First Aid

Appendix E – Infection Control

Appendix F – Equipment Testing

Appendix G – School Health & Safety Management Checklist

Appendix H – School Health & Safety Inspection Checklist

Appendix I – Swimming Pool Procedures (if applicable)

Appendix J - Risk assessments and guidance

List of risk assessments, policies, and procedures to complement this policy (add or delete list as applicable to your school):

COSHH

Manual handling

Moving and handling

Violence at work

PE Gymnastics

Water safety

Stress

Adverse weather

Ionising and non-ionising radiation

Outdoor education and off-site trips and visits

Animals in schools

Breakfast club

Conflict of gym equipment and lighting rig or projector

Contractors on site

Fireworks

Lone working

LPG bulk fuel storage

New and expectant Mothers

Oak processionary moth

Events

Playground

Pond features

Site assessment

Temporary mobility difficulties

Traffic management

Trampolining

Young person

Caretaking duties

Working at height

COVID-19 letting venues

Forest school