



# Health & Safety Policy and Procedures

## To be used in conjunction with:

Brighton and Hove City Council Health and Safety Policy  
Guidance on developing a Health & Safety Policy in schools

## Review History: *The Guidance will be reviewed every 3 years or following legislative changes etc*

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22/8/17	1	Review	KB
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## **Section 1: General Policy Statement**

The head teacher and governors of Dorothy Stringer School believe that the health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the head teacher Matt Hillier, and governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and safe access and egress to the premises. We will ensure that adequate information, instruction, training, and supervision is provided to ensure that staff can carry out their work safely.

The head teacher and governors will ensure that others who are affected by our activities are not subjected to unacceptable risks to their health and safety including students, visitors, parents, volunteers, and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition, the head teacher and governors will undertake to ensure compliance with policy and guidance produced by Brighton and Hove City Council. The head teacher and governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, students and visitors to the school. We expect all staff to co-operate fully with this policy. In addition, we will ensure that all students, visitors and contractors are provided with the information they require to enable them to comply with this policy and remain safe. It is the intention of the head teacher and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

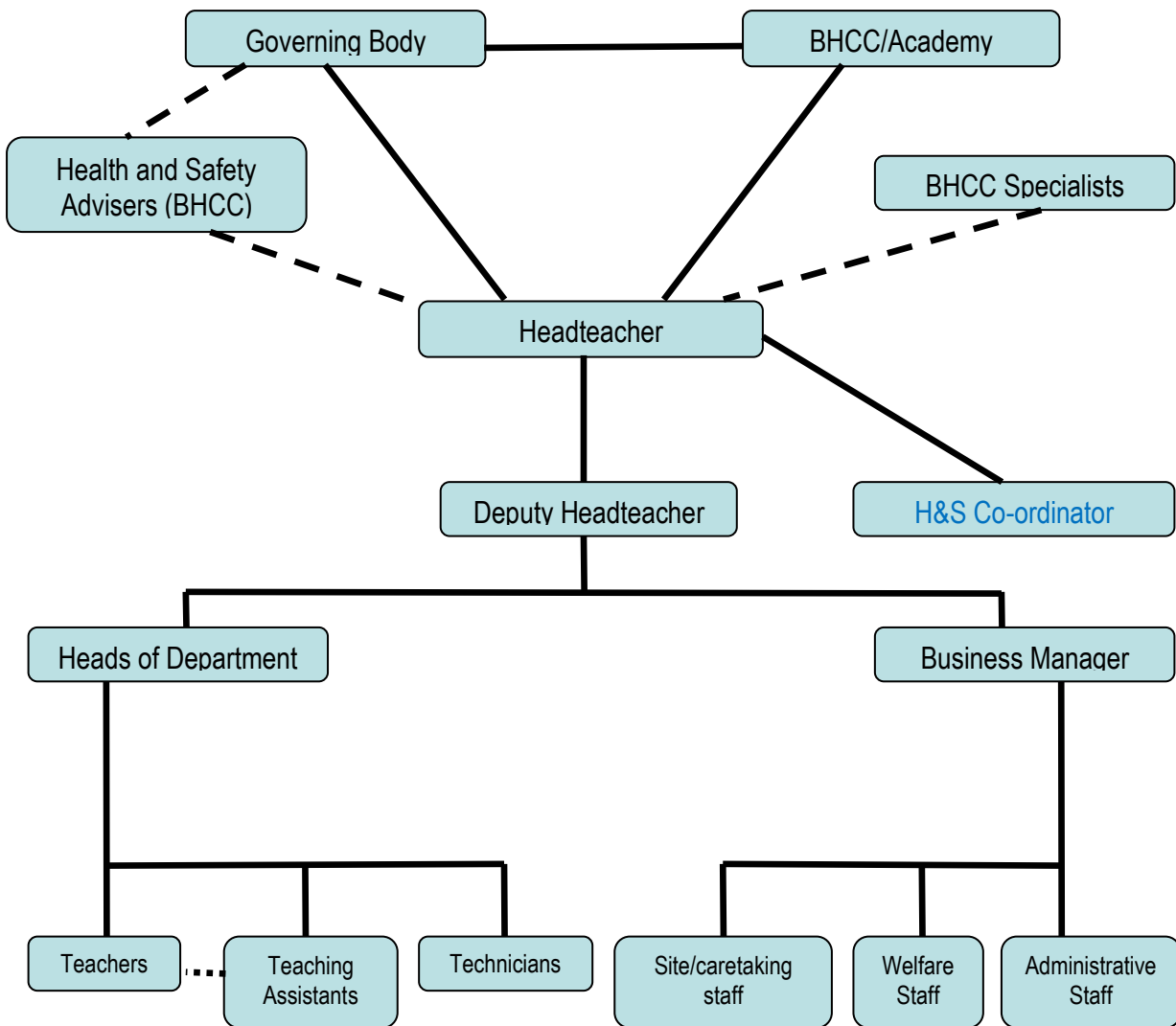
The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that all with health & safety responsibilities are carrying out their duties. The policy will be reviewed annually and revised where necessary.

This policy was endorsed by the Board of Governors at their meeting on 03.02.2025.

**Section 2:**

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

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



**Section 3. Arrangements for Health & Safety****3.1 Safety Responsibilities of Groups and Individuals****3.1.1 The Governing Body**

The Governing Body in its role as controller of premises will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g., contractors, students, visitors) in accordance with Sections 2,3 and 4 of the Health & Safety at Work etc. Act 1974.

In order to discharge this responsibility, the Governing Body will:

- Ensure that the Local Authority's Health and Safety Policy is delivered through this School's Health and Safety Policy.
- Ensure that procedures are kept up-to-date and that arrangements are in place to ensure that all staff and students are aware of and comply with them.
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections and risk assessments) and reactive monitoring (accident/incident investigation) and for rectifying identified faults within the school.
- Nominate a Health & Safety Governor and ensure that the Business Governors Group provides a forum for consultation and performance monitoring and review
- Ensure there is adequate provision both in staffing, facilities and resources (including role-specific training) to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
- Receive updates on health and safety performance at each meeting from the Health and Safety Governor / Health & safety Co-Ordinator in order to enable the Governing body to monitor the adequacy of arrangements and take any action necessary.
- Ensure appropriate performance management processes are maintained to enable all staff to discharge the duties and arrangements set out through this policy.
- Consider information, statistics and reports relating to health, safety and welfare matters.
- Consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.
- Implement where appropriate, Executive recommendations made by regulatory bodies e.g., Ofsted and the Health and Safety Executive.

### 3.1.2 All Staff

All staff are responsible for their own health and safety and that of other persons in the school by the proper observation of School rules and procedures. Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8:

'It shall be the duty of every employee while at work -

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,' All staff shall:

- Attend and act in accordance with any relevant health & safety training identified to discharge their duties.
- Ensure all accidents, incidents and near misses within their area of responsibility are reported and recorded in line with the school procedure.
- Follow safe working procedures and challenge/report any practices believed to be unsafe.
- Be familiar with the general, emergency and particular safety rules that apply to their area of work.
- Ensure that their specific work areas e.g., classroom, office etc. are visually inspected daily, kept tidy and good housekeeping standards are maintained throughout the school.
- Undertake a visual inspection of equipment prior to use and ensure that any portable electrical equipment they use is made available for testing.
- Report defects to their line manager and make the equipment/area safe until the defect is dealt with.

### 3.1.3 Head teacher

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

- Provide liaison with Inspectors and outside bodies concerned with health and safety: Local Authority, Department for Education (DfE) and the health and Safety Executive (HSE),
- Budget for health and safety matters,
- Review the Safety Policy annually and when significant changes occur within the organisation of the school, and communicate these to all staff,
- Develop, introduce, maintain, and review safety management procedures to ensure the school complies with legislative requirements and good industry practice,
- Ensure health and safety requirements associated with major building projects are complied with,
- Nominate specific staff with designated safety roles and responsibilities, e.g. First Aiders; Health and Safety Coordinator, Risk Assessors, working at height, allergen management, behaviour management etc. and ensure they receive appropriate training and refresher training,
- Ensure that statutory maintenance and inspections of fixed service equipment is undertaken,
- Ensure the implementation and continued effectiveness of the school's safety management framework 'Team Safety' including aspects such as risk assessment, staff training, personal safety and lone working, monitoring, and supervision,
- Ensure that all relevant incidents are reported to the Health & Safety team as soon as possible after the incident (especially before the end of term); that necessary records of incidents are maintained, and that incident data is monitored and reviewed to identify trends and remedial actions needed; **NOTE:** The H&S team will be contacted **immediately** in the event of a **critical incident**.
- Chair the Health and Safety Committee or nominate a member of senior management team to undertake this activity (cf section 3.2 we do not have a H&S committee)
- Make an annual report on safety matters to the Board of Governors.



- Ensure that health and safety is considered as an integral part of all tasks/activities, including teaching and the course syllabi, both in preparation of new course submissions and in their reviews.
- Identify staff training requirements and competency to allow the school to comply with legislative and good industry practice that relate to or affect health, safety and welfare.
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation.
- Ensure that Safety Inspections are carried out (in conjunction with relevant H&S Governor(s)) at termly intervals, recorded and that necessary remedial action is carried out.
- Develop and establish emergency procedures, lockdown protocols and organise fire evacuation practices within the school.
- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g., building works, room allocation/usage etc.
- Develop and adhere to safety procedures for operations carried out within the school by their staff and by outside contractors under their control.
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments.
- Have a general oversight of health and first aid matters.
- Communicate and publicise safety matters as appropriate to staff, Governors, Safety Representatives, Hirers, PTA, contractors, visitors, students (as appropriate.)
- Ensure that all staff (including agency / cover workers) receive/have appropriate health and safety training (incl. risk assessments for their role) at induction which must include emergency arrangements (i.e., first aid, fire and accident reporting), any restricted tasks and activities; and an introduction to the H&S Policy.
- Ensure that adequate numbers of staff are provided with appropriate training so that they can support the following management arrangements.
  - First aid (and supporting those with complex medical needs).
  - Fire and emergency evacuation.
  - Lockdown.

- Complete the schools risk assessment list and guide and ensure that risk assessments covering all aspects of the schools' operations are in place, regularly reviewed and information is communicated to relevant staff.

The Senior Deputy Head teacher and School Health & Safety Co-ordinator will assume these duties in the absence of the Head teacher and have the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

### 3.1.4 Senior Deputy Head

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

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

### **3.1.5 The School Health & Safety Coordinator**

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

- Make an annual report, in conjunction with the Senior Deputy Head, and assisted by the Heads of Department/suitably experienced and competent persons, on safety matters to the Head teacher and the Board of Governors.
- Assist with inspections and safety audits.
- Investigate and advise on hazards and precautions (and seek assistance from the Health & Safety Team and Premises Team, if the issue is outside their level of competence).
- Have a general oversight of health and first aid matters.
- Monitor the general safety programme (and safe working practices) on behalf of the Head teacher.
- Make recommendations to the Head Teacher for matters requiring immediate attention, e.g., changes to legislation, outcomes of safety inspections.
- Make recommendations to the Head teacher on matters of safety policy in compliance with new and modified legislation.
- Communicate and publicise safety matters as appropriate to staff, Governors, Safety Representatives, Hirers, PTA, contractors, visitors, students (as appropriate).
- Liaise with outside bodies concerned with H&S e.g., LA Health & Safety team, BHCC Premises Team, Education Property management.
- Monitor accidents to identify trends and introduce new preventative measures to reduce the likelihood of a recurrence.

### **3.1.6 Educational Visits Co-ordinator (EVC) [Senior Deputy Head to have oversight]**

- Ensure that all educational visits and offsite activities comply with the schools' and Local Authority's requirements – Offsite & Adventurous Activities Guidance.
- Ensure all adventurous activities (including residential and overseas visits) are submitted to the LA for approval via EVOLVE system.
- Advise on all aspects of offsite visits & activities.
- Provide appropriate guidance & procedures for staff, including the schools' offsite visits policy.
- Support visit leader's induction & training.

- Confirm/check that visit leaders are competent and appropriate - similarly, any accompanying staff and volunteers.
- Work with the group leader to ensure there is a 'plan B' in the event of adverse weather, transport issues, emergencies etc.
- Confirm that adequate risk assessments have been carried out.
- Confirm that adequate first aid cover is provided, at all times (including the journey).
- Keep appropriate records – for 10 years (secondary schools).
- Monitor (ideally 'on the ground') and review systems regularly.
- Support the Head teacher in the management and evaluation of educational visits.
- Keep their EVC training up to date and refreshed every 3 years.
- Ensure that any incidents that take place on a trip are recorded and copies provided to the LA Health & Safety Team.

### **3.1.7 Heads of Departments/Curriculum and Managers within Support Departments**

Each Head of Department and Managers within Support Departments is responsible to their line manager for the provision of safe working conditions for staff and students and to:

- Prepare reports on safety matters for the meeting of the Health and Safety Co-ordinator/ Governing Body/ Senior Management as requested
- Attend to defect reports and recommendations from the Head teacher, staff, Safety Representative and Health and Safety Co-ordinator.
- Conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections.
- Budget for safety equipment for their area of responsibility.
- Instigate and ensure that safety procedures are developed/followed for operations carried out within their area of responsibility.
- Ensure that all appropriate risk assessments are undertaken and communicated.
- Ensure equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored and used safely.
- Ensure staff have received the appropriate training to ensure they are competent to undertake their role safely.
- Circulate communications relating to safety matters to staff within their control.

### Specific Duties related to the Curriculum.

- Ensure safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice issued by Children's Services Department e.g., Science, Design Technology, PE, etc.
- Nominate, in conjunction with their manager, teachers responsible for classrooms, laboratories and workshops and the associated equipment.
- Notify the Senior Deputy Head, Health & Safety Co-ordinator and Facilities Manager of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage.
- Ensure safety inspections of their designated areas are carried out (and recorded) and that hazards identified from those inspections are rectified.

### 3.1.8 Teachers

Teachers are responsible to their Head of Department for the immediate safety of the students in their classroom and during any activities they arrange/supervise. Nominated teachers are responsible for their own classroom, laboratories and workshops and their associated equipment and as such, it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- Undertake and implement risk assessments for specific activities and ensure that safe working and emergency procedures are followed personally.
- Provide safety information regarding the activity being undertaken prior to the activity commencing and during the activity, as and when required.
- Ensure that special working procedures, protective clothing and equipment are provided where necessary and are appropriate for use.
- Ensure that clear instructions and warnings are given to students verbally and in writing as often as necessary, and as appropriate for the age and level of understanding of the students (i.e., taking special educational needs (SEN) into account).
- Ensure they have attended any specific curriculum based/ health and safety training relevant to their role – especially science, DT/Technology and PE teachers.

### **3.1.9 Technician/Teaching Assistants**

The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session, or otherwise their line manager.

### **3.1.10 Medical Officer**

When on duty the Medical Officer is responsible for supporting health and welfare issues within the school and should:

- Be responsible for attending to and monitoring student or visitor illness/injury and referring students to their own GP/doctor or hospital as appropriate.
- Administer pupil medication as outlined in the schools Administration of Medicines Policy e.g., Epi-pens and other emergency or routine medication.
- Maintain the school first aid/ medical rooms and equipment.
- Maintain storage for pupil medication to ensure it's secure but accessible as needed.
- Monitor student health records prior to entry and report/advise Senior Deputy Head/ SLT SENCO of illnesses that need to be brought to the attention of specific staff (e.g., epilepsy, allergies etc).
- Assist in the monitoring of first aid equipment and boxes within the school.
- Assist in the development of health promotion activities at the school.
- Ensure adequate numbers of staff are trained in first aid procedures (to cover trips, sickness, etc) and co-ordinate the work of the First Aiders.
- Ensure that the necessary records are maintained relating to administration of medicines and incidents/ accidents following the schools' procedures.

### **3.1.11 School Librarian**

The School Librarian is responsible for the general arrangements for health and safety in the library areas of the school. Additionally, the Librarian will:

- Undertake and implement risk assessments for the library and any specific activities within their area of responsibility and ensure that safe working procedures are followed personally.

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

### 3.1.12 \*Work Experience Co-ordinator

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

The Work Experience Co-ordinator is responsible for developing procedures to ensure that students placed with employers for work experience (whether in Year 10/11 or as part of their study programme) are not subject to unacceptable risks and follows the principals set out in the LA's detailed guide for headteachers, careers leads and operational staff: [Work experience toolkit for schools, academies, and other education establishments \(brighton-hove.gov.uk\)](#).

The Work Experience Co-ordinators role includes:

- Ensuring reasonable steps have been made to satisfy the school that the placement provider (employer) is managing any significant risks to the student and has identified any relevant procedures the student must follow – incl. what work the student will be doing or observing.
- Ensuring these checks are recorded/documentated.
- Communicating and consulting with all key parties involved with the work placement.
- Advising parents or carers they can ask for information about the health and safety of the placement from the provider, including requesting a copy of the individual's risk assessment (if applicable).

- Ensuring the placement provider and WEX organiser are given necessary information on any student's additional needs (e.g., medical, or behavioural) so they can take these into account when preparing for and hosting the student.
- Where necessary, supporting the placement provider in developing a student's individual risk assessment (e.g., because of a SEN).
- Provide staff/ teachers undertaking monitoring visits with any specific health and safety information they need to ensure their own safety before the visit.
- Immediately reviewing a placement where a health, safety or welfare issue has been raised (by the student, staff on a monitoring visit or other interested party). They must suspend or terminate it, if necessary.
- checking that the employer understands about the [specific factors](#) relevant to [Young People at Work](#).
- Checking that students know how to raise any health and safety concerns.

### 3.1.15 Facilities Manager

The **Facilities Manager** will:

- Ensure that reports on health and safety matters with respect to the school buildings and grounds are prepared.
- Ensure that statutory maintenance and inspections of fixed service equipment are undertaken within required timescales.
- Ensure that premises safety inspections are undertaken e.g., daily (visual), weekly, termly, and keep records of any faults identified (if appropriate), action taken and completion dates.
- Attend to defect reports and recommendations from the Head teacher, staff, Safety Representative and Health and Safety Coordinator.
- Ensure all portable electrical equipment is tested on an annual basis and/or in line with timescales outlined in BHCC Electricity at Work – [PAT Testing Guide](#).
- Keep records of hazards identified on site by staff and the remedial action taken and when.



- Ensure safety procedures/ method statements are developed and adhered to for operations carried out within the school by their own site staff and by outside contractors under their control.
- When liaising with contractors, ensure they have had sight of the Asbestos Register.
- Ensure equipment, including personal protective equipment is maintained in a safe condition and that substances hazardous to health are stored securely in a safe place.

### **3.1.16 Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- Represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace.
- Investigate complaints by any employee they represent relating to health and safety and welfare at work.
- Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority.
- Receive information from inspectors.
- Attend meetings of safety committees to which they are elected.
- Inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. They may carry out additional inspections where there are substantial changes in work conditions.

### **3.1.17 Staff Liaising with Contractors**

A member of school staff should be appointed as lead/ main point of contact for each contractor that works within the school. The member of staff that liaises with contractors has a responsibility to take appropriate action if they either observe the contractor/ their staff undertaking dangerous/ potentially dangerous working practices or have received a report of such behavior/ practice. Such action could include reporting the matter to the head teacher/facilities manager/caretaker for them to rectify or, failing that, reporting to the Health

& Safety Co-ordinator and to the LA Health & Safety Team.

Staff must ensure that a contractor arriving at site reports to Reception during school opening hours and to the Site Office out of school hours/during holidays, and that a nominated person ensures the contractors are informed of any hazards on the school site e.g., providing access to the asbestos register. Approval must be gained by the contractor to start work. Safety documentation (such as risk assessments, method statements, hot works permits, liability insurance and competency checks) must be undertaken and verified at the planning stage). Only those staff nominated by the Head teacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement other council policies such as Safeguarding, Asbestos and the Management of Contractors.

### **3.1.18 Catering – In-house**

The school operates its school meals provision ‘in-house’ and directly manages kitchen staff.

The school are responsible (in particular) for:

- Adhering to relevant food safety and food hygiene legislation.
- Competency training for all kitchen staff, including the safe use of kitchen equipment and allergen management.
- Robust allergen management arrangements and the provision of allergy information to the consumer/others.
- Provision of foodstuffs in line with Government standards for school meals.
- First aid (and emergency) arrangements in line with school protocols.
- Monitoring and reporting H&S issues/concerns relating to the fabric of the building (and equipment, where the school have responsibility for such maintenance).
- Reporting & investigating H&S incidents (including significant near misses) in line with the school/LA procedures.

Where the school permits others to use the kitchen outside of contracted hours (e.g. the Stringer Supporters) the responsibility for the health and safety and management of risk

falls with the school. The school will satisfy themselves that appropriate insurance, risk assessment, equipment training, COSHH training, allergy training and food safety qualifications are in place as required. Schools are advised to keep signed copies of any training relating to safe use of equipment/chemicals in the kitchen area. Provide any information relating to products that cannot be brought into the kitchen area – e.g., products containing nuts, list equipment that can be used (training has been provided) as part of the agreement.

### 3.1.19 Students

With consideration of their maturity, ability and any SEN or behavioural need, each student is responsible for their personal safety and that of their peers by proper observation of School rules and procedures. In particular, each student will:

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

### 3.1.20 Visitors

The Head teacher and governors are responsible for health and safety of visitors to the school, including contractors. All visitors to the school are asked to sign in and sign out when they leave the premises. Visitors will be issued with and must always wear a 'visitor' pass.

Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination. All visitors should be accompanied by a member of staff. Visitors should not be alone with students unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured the visitor's employers have confirmed that their staff have appropriate checks

Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency. **The Finance Manager** will ensure that volunteers have the necessary safety information, please refer to the schools safeguarding policy.

### 3.1.21 Allergen Management

Dorothy Stringer has a Management of Allergens Policy which ensures that the procedures contained within the BHCC Schools Allergen Management Standard are followed, and:

- Outlines the roles and responsibilities on all parties on the safe management of allergens in schools or activities related to the school (including, designated roles within the senior leadership team, at a school operational level and within the dining hall etc.)
- Provides a clear outline of the safe management principles schools must apply in managing allergens in schools.
- Signposts to further guidance and support on the safe management of potential allergens in schools.

### 3.2 School Health and Safety Committee

*There is no health and safety committee as such in place. Consultation arrangements and health and safety performance monitoring are raised within the Business Group which reports termly to the Full Governing Board.*

The School Leadership Team are required:

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area covered by the Committee generally and to make recommendations/observations to the Governing Body accordingly.
- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/safety representative level, or at section level.
- To develop policy to improve and maintain health and safety issues for staff and students.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety, and welfare matters.

Health and Safety is a standing item on weekly SLT meetings.

### **3.3 Emergency Management**

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious incident.

#### **3.3.1 Membership of the Emergency Management Team:**

- The Head teacher
- Senior Deputy Head teacher
- Health and Safety Coordinator
- Site Manager/Caretaker

#### **3.3.2 Function of the Emergency Management Team**

The function of the Emergency Management Team is to:

- Act as the decision-making authority for the management of an incident.
- Develop the procedures and practices to be used for handling emergency situations and communicate these to all employees within the school.
- Establish and maintain an emergency management 'centre'. The 'centre' will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- Assess the nature, degree, and likelihood of threats to the school's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the schools' personnel, facilities or assets.
- Test the emergency management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

### **3.4 General Emergency Procedures**

The summoning of emergency services is carried out by the Head Teacher or Health and Safety Co-ordinator. They will also contact:

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

The council's Emergency Planning and Resilience Team will provide the school with advice, support and equipment and undertake a co-ordinating role (where multiple teams respond,) and provide a single point of contact for other agencies. Contact details are:

Group email address is: [epu@brighton-hove.gov.uk](mailto:epu@brighton-hove.gov.uk) ;

Address: **Unit 11, Level 5 South, New England House, Brighton, BN1 4GH**

Main office number is: **01273 296699**.

Out of hours our Duty Officer: **07540 675169**

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

The school holds a site-specific Evacuation Plan and Fire Risk Assessment. These documents outline the schools fire risks, how they are managed and the instructions to be followed in the event of an emergency.

In the event of a suspected bomb threat, the Emergency Management Team will liaise with the Police, LEA and Fire Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, students, visitors, etc by an appropriate means. Any member of staff who receives information regarding a bomb on site must immediately inform the head teacher or a member of senior management in their absence and record as much information as possible on the template contained within the School Emergency Plan (Appendix 9).

### **3.4.2 First Aid Procedure** – (see also the Council's First Aid Standard)

The school has carried out a First Aid needs assessment and has identified the following requirement: (The needs assessment must identify provision for staff, students, and others during term time and out of term time/out of hours if the school is still in use):

- There will be at least 28 people on the staff who will have current first aid training, of which 8 will be qualified first aiders and 20 will be trained to administer emergency first aid at work.
- The school has a First Aid Office which is open every day from 08.00 to 16.30 Monday to Friday. There is sufficient cover in case of absence. The Medical Officer is supported by a qualified First Aid Assistant (10.00-14.00 every day)

Qualified First Aiders have completed the First Aid at Work 3-day training, followed by 2-day re-certification course every 3 years. A minimum of 3 of our qualified First Aiders have completed Paediatric First Aid training courses.

The named first aiders for the school published on the school's internal intranet. The Medical Officer also holds copies of this document.

First aid boxes are kept in the Medical Room, School Kitchen, Site Office and in each of the school minibuses. the Sports Hall. Two defibrillators are held outside the Medical Room and in the Sports Hall.

The Medical Officer provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents/carers are expected to inform the school if their child has an allergy and/or requires emergency medication – e.g., for anaphylaxis, asthma, epilepsy, diabetes etc. A list of any such students is kept in the Medical Room. Arrangements are in place to ensure emergency medication is immediately available and can be administered by a competent person.

All injuries which come to staff attention, no matter how slight, are recorded on the SLG (staff page/Tools/Medical Room) and if appropriate, on a council HS2 Incident reporting form. 'Head bump notes' will be provided Medical Officer in the event of a head injury. In case of doubt as to whether or not a child's parent/carer should be immediately alerted, staff contact The Medical Officer or in their absence the Senior Deputy Head or Health and Safety Officer. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the student may be sent to hospital to err on the side of caution. In these cases, the student will be accompanied by a member of staff.

### **3.4.3 Administration of Medicines**

Please refer to the school's 'Supporting Students with Medical Conditions Policy'  
The school maintains consent forms and records of medicines administered.

### **3.4.4 Accident Recording and Reporting**

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

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- Any equipment is turned off and the area is made safe (where possible)
- A call for help is made – including First Aid assistance.
- The qualified First Aider will judge whether the injury is of a minor or major nature. If minor the First Aider will provide appropriate treatment.
- If a major injury an ambulance will be called immediately without undue delay due to attempting to contact parents or guardians.
- If the injured person requires hospital treatment but an ambulance is not necessary, the First Aid Office is responsible for arranging for a member of staff to transport the student/staff to hospital. If a vehicle other than a taxi is used, a second member of staff (in addition to the driver) will be present to care for the student. Please note only staff with the appropriate insurance may use cars for work related activity.

The member of staff taking the injured person will:

- Stay with the injured person and return to school with them if appropriate or.
- Stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff report any accident (or near misses) involving themselves, visitors, or volunteer helpers by recording the details on the Incident Report form HS2. Pupil accidents, depending on the severity are either reported on the SLG (Medical Room page) and if appropriate on an Incident Report form HS2. If the incident involves intentional violence/harassment or verbal/written abuse, it will be reported using the HS3 Violence & Aggression Incident Report Form.

The Senior Deputy Head (H&S Co-ordinator to deputise) ensures that the electronic forms are completed and emailed to the council's Health & Safety Team as soon as possible after the incident. As the authority is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Health & Safety team are notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents are investigated by the school. Managers are responsible for coordinating investigations to identify learning points and prevent a re-occurrence. The investigation is



recorded on Part B of the HS2 form. The Health & Safety Co-ordinator monitors accidents to identify any trends. The Governor with over sight of Health & Safety also receives information on accidents on a termly basis. The Health & Safety team will investigate incidents/accidents following receipt of the form.

### 3.5 Health Issues

#### 3.5.1 Smoking and Vaping– (see also the Council Policy on Smoking and Vaping)

We have a specific legal duty to protect staff, contractors, visitors, and the general public from the dangers of smoking and second-hand smoke (breathing smoke from other people's cigarettes). In an effort to reduce the risk to health from passive smoking, smoking is not allowed on any of the school premises (including Surrenden Pool, and all playing fields and car parks). In addition we ask people not to smoke in the areas directly outside the school boundary, including Stringer Way.

Whilst the use of electronic or e-cigarettes, is not covered by the Health Act 2006, the manufacture of these devices is not regulated and there is evidence that the nicotine they contain can also include small quantities of toxic substances, some of which are carcinogenic. Trace amounts of other hazardous compounds and toxic metals have also been found in the vapour produced by these devices.

In view of this, and the fact that more research is needed before the long-term health effects of e-cigarettes is known, the council considers it is prudent, as part of its general duty to protect the health and wellbeing of its employees, to adopt the same approach to e-cigarettes as it does to the smoking of conventional cigarettes and other tobacco products. Therefore Vaping is not allowed on any of the school premises (including Surrenden Pool, Stringer Way and all playing fields and car parks).

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

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

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

School staff have access to a counselling programme the details of which are available from the HR Manager. The school also utilises an Occupational Health service which also provides counselling services.

### 3.5.3 Staff Wellbeing

Our health and safety at work is not only determined by the physical environment we work in, but also by the nature of our work, our emotional wellbeing, fitness, our relationships, and issues from outside work that impact on physical and mental wellbeing.

The school considers staff wellbeing by ensuring staff have access through the school's EAP Provider. Additional support and risk assessments are put in place dependent on the individual needs of the members of staff. The council has a 'Stress, Work-life Balance & Team Resilience Guide' to support all schools and a 'Team Resilience Checklist' has been developed as a management tool to identify and address work related stressors and team resilience skills such as good communication, positive work relationships, dignity and respect between colleagues, fair and appropriate performance management etc.

Where individuals are/could be affected, staff should discuss the matter with their line manager or the Head teacher to seek ways of reducing the pressure at work. An individual stress risk assessment form will be used as a tool to help with these discussions and to identify individual action plans.

### 3.5.4 New & Expectant Mothers and Birthing Parents - (See also Council's New and Expectant Mothers and Birthing Parents Standard & Risk Assessment)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

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

The following procedure is in place:

- Female staff are required to inform their Line Manager and Human Resources as soon as possible and in writing when pregnancy has been confirmed.
- The Deputy Head Teacher will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed throughout the pregnancy and if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Coordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

### 3.5.5 Infection Control - (see also the Infection Control Standard)

From time-to-time infectious diseases will occur amongst students and staff. Good personal and general hygiene precautions are crucial to prevent the spread of infections and handwashing is the most important intervention in cross-infection. Refer to the Infection Control Standard for:

- Guidance on who to contact for help and advice in relation to communicable diseases at school.
- Basic information on common infections and diseases together with guidance on where to get further information.
- Information on the role of UK Health Security Agency (formerly, Public Health England) and Local Health Protection Teams.

### 3.5.6 Cleaning of Blood and Body Fluid Spillages

In the event of blood/fluid spillages the teacher/first aider attending will call upon the site team to:

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Always segregate domestic and clinical waste, and dispose of the later via a registered waste contractor.

### 3.6 Risk Assessment

Risk assessment is a key part of the school's safety management arrangements and hazard control. Managers must ensure risk assessments are undertaken and information on identified controls are brought to the attention of staff and others who need to know.

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

- Premises                      Facilities Manager
- Curriculum                  Curriculum Co-ordinators/ Heads of Department
- Off-site Visits              Group Leader/EVC/Work Experience Co-Ordinator/Senior Deputy Head
- Individual                    SLT SENCO / Senior Deputy Head teacher/ Health and Safety Coordinator/Facilities Manager
- Task/activity specific Staff member leading the activity (can speak to H&S Co-Ordinator/Senior Deputy Head for guidance)

Managers must ensure that areas of work or activities that are deemed to be more hazardous have detailed and documented arrangements to minimise the associated risks and ensure these are communicated to staff and others who need to know. All staff must ensure the contents of risk assessments and any controls relating to their area of work are followed. Copies of these assessments are held in the Health and Safety

Section of the Staff Shared area of the network. (W:\Staff Shared Work\Staff Info\School Documents\Health and Safety Documents [W:\Staff Shared Work\Staff Info\School Documents\Health and Safety Documents])

### 3.7 Specific Hazards

Schools are not generally considered as dangerous workplaces, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

The schools '**Risk Assessment Guide**' outlines the risk assessments that are required in all schools; individual people assessments and specific assessments which may be required depending on the facilities, services etc. within the school. The guide has been used as a checklist to identify which assessments are needed in this school.

**3.7.1 Work at Height** – (see also the councils [Work at Height Standard](#) – this link takes you to the A-Z H&S Standards and Guides page on BEEM – See section V- Z.)

Activities involving working at Height are the top cause of fatalities and serious injuries in the workplace. Everyone has responsibilities to ensure activities are safely planned, those involved in working at height are competent/trained and that risk assessments and controls are adhered to at all times.

All work at height must be properly planned and organised to ensure they are carried out safely. The hierarchy to follow is:

- Avoid work at height wherever possible.
- If work at height is unavoidable, control measures must be put in place to prevent falls.
- Where the risk of falling cannot be prevented, control measures must be put in place to minimise the distances and consequences of a fall.

The selection and inspection of suitable equipment is an essential control feature. Chairs, furniture, or other equipment not designed for this purpose must not be used to work at height or access. The procedures set out in Brighton and Hove City Councils Working at Height standard will be followed for all work at height activities.

The Facilities Manager responsible for ensuring arrangements are in place for identifying and managing all work at height activities.

Work at height activities will only be carried out by staff who are **competent, trained and authorised** for the work involved and work will only commence when risk assessments and safe systems of work are in place and understood.

### 3.7.2 \*Lettings

The Head teacher must be satisfied that the hiring organisation will use the school premises in a safe manner and have appropriate safety arrangements and public liability insurance etc. in place. A signed, written letting agreement will be completed and copies kept. Copies of letting agreements are held in the Lettings Office. The school will maintain the premises being let in a safe condition and communicate any unsafe conditions or hazards with the lessee. It is the responsibility of the lessee to ensure there is adequate first aid arrangements in place and to report any hazards/ defects or incidents involving the premises/ any leased equipment following the school's hazard/ incident reporting procedures.

**3.7.3 Asbestos** (see also council's Asbestos Management Standard and supporting documents on [BEEM](#))

The school has had an asbestos survey completed for the premises and staff will be informed of the locality of any asbestos containing materials within in the school and a record will be made that this has been undertaken.

Asbestos materials in good condition are safe unless fibres become airborne, which may happen when materials are damaged. It is essential that where asbestos has been identified staff follow safe working systems within the school to ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos Policy where damage to an asbestos material has been identified.

The PFI Company and Facilities Manager are responsible for Asbestos management arrangements in the school including ensuring all staff are informed of the arrangements in place and any responsibilities and procedures they need to know. The PFI representative

and/or Facilities Manager will liaise with contractors to ensure they are provided with relevant safety information and will be responsible for approving works to be undertaken in the school.

#### **3.7.4 Legionella** – (see also council's Legionella Standard on [BEEM](#) )

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with statutory requirements.

A risk assessment has been undertaken and this will be reviewed on a bi-annual basis. Water temperature monitoring and sampling will be undertaken by the term contractor directed by the BHCC Compliance Manager, Premises Team. Other regular monitoring (and 'flushing') as directed by the risk assessment will be undertaken by the Facilities Manager. Legionella awareness training is mandatory for all duty holders with responsibilities for control or management of premises / water systems.

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

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

All staff who are DSE 'users' (use a computer continuously for one hour or more and have no discretion on using the equipment,) complete DSE e-learning and a DSE Self-Assessment & Risk Assessment Form. Where health issues are raised, the assessment is reviewed by a DSE Assessor [Debbie Hardy]. The DSE Assessor then completes a DSE Assessment for the individual.

All DSE users are generally recommended to have an eyesight test every two years, but individual frequency may be determined by clinical judgment.

Employees designated as DSE users are entitled to eyesight tests every two years, or more frequently if required. The DSE user must pay any costs incurred upfront and can then claim back up to £25 for the eye test and £45 towards glasses if they are needed specifically for DSE use. This needs to be claimed directly from the school in accordance with local arrangements.

### 3.7.6 Electrical Equipment

All staff are responsible for ensuring that they carry out a pre-use visual check and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of a member of staff who will also direct them.

An EICR (Electrical Installation Condition Report) should normally be undertaken at least every 5 years. Faults identified by the EICR will be addressed in the timescales recommended. Health and Safety legislation requires that employers take reasonable steps to ensure the safety of electrical appliances in the workplace. As part of providing this assurance we have a regime of PAT (portable appliance testing) based on Brighton and Hove City Council's HS-G-65 'Electricity at Work' Guide on [BEEM](#). The Facilities Manager is responsible for maintaining accurate records of the testing, ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible for testing.

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

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

### 3.7.7 Machinery and Equipment

There is a list of all specialist equipment (e.g., Design Technology equipment) owned by the school and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and students.

Where manufacturers' instructions are not available the Head of Department will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Coordinator to obtain such advice as may be needed for preparing those



instructions. A copy of the instructions will be exhibited close to the equipment or machinery to which it relates.

Hand tools are used under strict guidance and close supervision of the teacher or teaching assistant and counted in/out when used by students. Such equipment – even simple items such as scissors – are stored away after use.

### **3.7.8 Manual Handling** (see also Council Policy on Manual Handling on [BEEM](#))

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received manual handling training. PE equipment may be moved by students, but they must be given clear instruction in the correct way to lift and handle items.

There must always be at least two students per piece of equipment or mat. Close supervision is always maintained.

The Facilities Manager will be responsible for undertaking risk assessments for manual handling tasks. All staff who are required to undertake manual handling or people handling activities will attend the appropriate training.

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

### **3.7.9 Housekeeping**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The caretaker undertakes an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The Facilities manager reports all hazards, obstructions, defects or maintenance requirements that they have been unable to resolve to the PFI and/or the Head Teacher if the issue is not covered by the PFI contract. It is the duty of all staff to be vigilant, aware of (and report) hazards. If any spillages occur, these are dealt with immediately.

The school is cleaned as per the cleaning schedule and is monitored by the Cleaning Manager. All waste is disposed of according to appropriate health and safety guidelines.

### 3.7.10 Off-site Visits

An Educational Visits Coordinator (EVC) has been appointed. The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and council policy on educational visits.

### 3.7.11 Hazardous Substances (see also Council Policy on Hazardous Substances on [BEEM](#))

Responsibility for implementation of the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Heads of Departments/Subject Leaders where technical considerations so require. The Heads of Departments concerned are those for Design Technology, Art, Science and Reprographics, and the Facilities Manager (oversees Cleaning and Catering Managers)

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

The Science Department works within the guidance of CLEAPSS 'Managing Risk Assessment in Science' (L196) and use CLEAPSS Hazcards to meet the requirements of COSHH.

Inspections take place to:

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

### 3.7.12 Radiation

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

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

### **3.7.13 Noise at Work**

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the school. Common sense and courtesy by all members of staff, students and visitors to the school will prevent problems arising. Any member of staff or visitor detecting a potential problem will report immediately to Senior Deputy Head.

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

### **3.7.14 Vehicle Safety in Schools**

Vehicles at work are a major cause of fatal and major injuries nationally every year. All schools have deliveries and waste collections on their sites and some also have provision of parking. All vehicle movements must be considered in relation to how traffic is managed. Detailed guidance is available via [BEEM](#) A-Z (Vehicle Safety in Schools) on issues to consider, to ensure transport risks are managed.

Further information and support in developing your arrangements is available from: [TransportProjects@brighton-hove.gov.uk](mailto:TransportProjects@brighton-hove.gov.uk) and [hometoschooltransport@brighton-hove.gov.uk](mailto:hometoschooltransport@brighton-hove.gov.uk)

The School Transport Fleet Manager is responsible for ensuring vehicle safety arrangements are in place, including risk assessments.

### **3.7.15. Use of Minibuses and Other Vehicles**

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-

carrying vehicles e.g., people carriers and are also the minimum standards to be applied to any vehicle hired for use on School business.

- Under Brighton and Hove City Council (BHCC) policy, drivers of school minibuses must hold a license with a D1 category to drive a minibus. Drivers that have passed the driving test before 1st January 1997 will automatically have D1 entitlement. Drivers who passed their test after the 1st of January 1997 are required to take the DSA Minibus PCV Test.
- BHCC requires all drivers (whether driving a minibus or MPV) to undertake theory and practical Minibus Driver Training and Assessment, which is delivered by qualified DSA Approved Driving Instructors who also hold a PCV license.
- Minibus and MPV training and assessment must be retaken once every 3 years.
- Drivers must be aged between 21 years and under 70 years (Drivers over 70 must have an annual DVLA PCV Medical Report Form D4 completed and signed by their GP and be assessed driving a minibus by a DSA PCV Approved Driving Instructor.
- Held a full driving license for at least 2 years. Whilst there is no statutory requirement to ensure drivers have had no fault claims or convictions, Managers and Head teachers should consider the implications of using a driver who may have a driving conviction and/or a fault claim as a potential risk.
- All schools who employ staff to drive a minibus or who wish to charge passengers for carriage on the vehicle must have a Section 19 Permit for each minibus.

Note: Dorothy Stringer runs a fleet of 5 mini buses: 1 Ford Transit and 3 Peugeot Boxers, and 1 Toyota Electric Mini Bus (1 year, community loan from January 2025)

The ford Transit can only be driven by those holding a D1 license.

The Peugeot Boxers are lighter vehicles and weigh less than 3.5 tonnes (up to 4.25 tonnes if carrying equipment for disabled passengers, and since 2018 it is not a requirement to hold a D1 license so long as the driver meets the following requirements:

- Over 21
- Held a full driving license for over 2 years
- Is Driving for social purposes and not charging passengers
- Not towing a trailer
- If over 70, they must meet the medical requirements as above

The Toyota Mini Bus comes under the same category as the Peugeot.

The school maintains the following training regime:

All drivers are given:

- A familiarity drive with the Transport Fleet Manager who is a Plus Advanced Driver
- A full assessment with an IDA driving instructor (Driver Sussex Training) after which a full report is completed by the instructor
- All drivers are re-assessed every 3 years and records maintained by the Transport Fleet Manager

Maintenance of our vehicles is carried out by COLAS UK and safety checks undertaken every 8/10 weeks.

The school runs under the Section 19 license from Brighton Council

Drivers of vehicles on the school campus are subject to all normal regulations including the wearing of seat belts. A speed limit of 5 mph is imposed on vehicles on the site. Drivers of all vehicles, whether car or motorcycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify the School Transport Fleet Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

### **3.8 Training, Induction and Information**

A training needs analysis is undertaken by the Health & safety Co-ordinator to identify the mandatory (and role-specific) health and safety training required for each member of staff and is reviewed annually. The head teacher/ Heads of Department will ensure that staff are released for this training.

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

to the activities they are undertaking in school. If any member of staff identifies the need for additional training, they must alert their line manager or senior management team.

The school has developed an information pack which is issued to all supply staff and includes fire safety information.

### **3.9 Monitoring Health and Safety**

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

- SMT include health and safety a standing item on the agenda of their regular meetings;
- The School Business Governors include health and safety as part of the agenda of their regular meetings;
- The head teacher conducts an annual inspection with a trade union safety representative (where requested);
- The governor's agenda and head teacher's report to the governors both have health and safety as standing agenda items.

#### **3.9.1 Inspections**

To maintain and improve standards throughout the school a regular premises inspections take place and records kept.

The school is inspected by the Health and Safety Coordinator and /or the Facilities Manager. In addition there are bi-monthly 'accommodation tours' completed by the Facilities Manager and a representative from the PFI provider.

#### **3.9.2 Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the council will complete a health and safety audit as part of a rolling programme. The action points identified through the audit will form part of the school development plan.

### 3.10 Safety Policy Review

The school acknowledges that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will monitor and update the Policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Board of Governors.

**Appendix A**

**List of Useful Contacts in School**

<b>Contact</b>	<b>Number</b>
Head Teacher	Matt Hillier
Senior Deputy head	Richard Baker
Health and Safety Governor	Mick Baker
Health and Safety Coordinator	Sara Bailey
Educational Visits Coordinator (EVC)	Jaleh Thomas
Facilities Manager	Chris Lyddon
Canteen Manager	Michelle Bradshaw
Cleaning Manager	Michelle Brodie
Curriculum Coordinators/HOD  PE Science Literacy Numeracy Music DT Art	James Gill Sam De Silva Emma Sola Louise Taylor Adrien Reeve Alistair Russell Julie French
Medical Officer	Mirelle Bercu
Person responsible for reporting Accidents/incidents	Richard Baker / Sara Bailey
Trade Union Safety Representatives	NEU – Andy Buchan Unison – Chris Marchant
Radiation Protection Supervisor	Rod Stephens
School Transport Fleet Manager	Adam Brown
First Aiders – Please see SLG for up-to-date list	



## Appendix B

## Record Keeping

In the previous sections, reference has been made in various places to record keeping. There follows a list of those responsible for maintaining such records and where they are kept.

Records of	Produced by	Where kept.
Accidents on Site	Those involved in the accident	Medical Office
Allergens/Anaphylaxis (students/staff)	Medical Officer/SENCO	Medical Office
First Aid administered	First Aiders & Appointed Persons	Medical Office
Fire Risk Assessment	H&S Co-ordinator/Facilities Manager	Staff Shared work
Asbestos Management Plan	PFI Provider	Site Office
Medicines administered.	Medical Officer	Medical Office
Risk Assessments	Head teacher/Staff	Staff Shared Work
COSHH Assessments	Facilities/Cleaning/Catering Managers. Relevant Departments	Site Office and relevant departments and Staff shared work
Electrical Tests	PFI provider	Site Office
Maintenance of machinery and equipment	PFI Provider	Site Office
DSE Assessment	DSE Co-ordinator	Lettings Office/Shared work
Manual Handling Assessment	Facilities Manager and Heads of relevant Departments	Site Office and relevant Departments and Staff shared work
Training of staff & students	Training matrix – Alex Mitchell	Staff shared work
Violent incidents	Staff involved in incident	Staff shared work
Testing of Equipment	PFI Provider	Site Office
Accident Investigations	Staff involved in accident	Medical Office and Staff shared work
Legionella testing	PFI Provider and facilities Manager	Site Office
Monitoring Reports Workplace inspections	H&S Coordinator/Facilities Manager	Staff shared work

