BROADACRE PRIMARY SCHOOL

HEALTH & SAFETY

POLICY

Reviewed – September 2026
To be reviewed – September 2027

HEALTH AND SAFETY AT WORK ETC. ACT 1974

FRAMEWORK HEALTH AND SAFETY POLICY FOR EDUCATIONAL ESTABLISHMENTS

School: Broadacre Primary School

INTRODUCTION

The policy of this school is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees and other persons to provide such information, training and supervision as is necessary to achieve this aim.

The policy will be reviewed on an annual basis or when changes in legislation so warrants.

AIMS OF THE POLICY STATEMENT - INTENT

The aim of the policy is to ensure that reasonable action is taken to ensure the health, safety and welfare of all persons using the premises:

a) to establish and maintain a safe and healthy environment throughout the school;

b) to promote and maintain safe working procedures for employees and other persons;

c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and other substances;

d) to ensure the provision of sufficient information, instruction, training and supervision;

e) to maintain a safe and healthy place of work and safe access and egress from it;

f) to produce effective emergency evacuation procedures;

g) to produce adequate accident reporting procedures;

h) to provide and maintain adequate welfare facilities;

i) to make any special arrangements as may be necessary to ensure the health and safety of any disabled person using the premises.

ORGANISATION

The Academy Trust retains overall responsibility for health, safety and welfare within all education establishments.

The Governing Body has responsibility for ensuring that any health and safety directions issued by the Trust are complied with and that there is a regular oversight of health and safety issues within the school.

The duties of the Governors are to:

a) monitor (including consideration of inspection reports);
b) prioritise actions where resources are required;
c) ensure actions are taken;
d) include health and safety on the Governors' meeting agenda;
e) discuss and implement the School Business Manager's health and safety report;
f) consider and ratify the health and safety policy and guidelines for the school premises;
g) act as client under Construction Design and Management Regulations where building projects are not funded by the Council; If the school funds a construction project with no financial input from the authority then the governors have responsibility for ensuring compliance with the CDM regulations. In this situation the cost of any training required to become conversant with the regulations will have to be borne by the school;
h) monitor and manage, in conjunction with the Head teacher, all minor building/contract work not subject to the Construction Design Management Regulations authorised by the school.

The Head teacher undertakes the day-to-day management of health and safety within the school and ensures inspections are undertaken in accordance with the Trust policy.

Duties of the Head teacher are to:

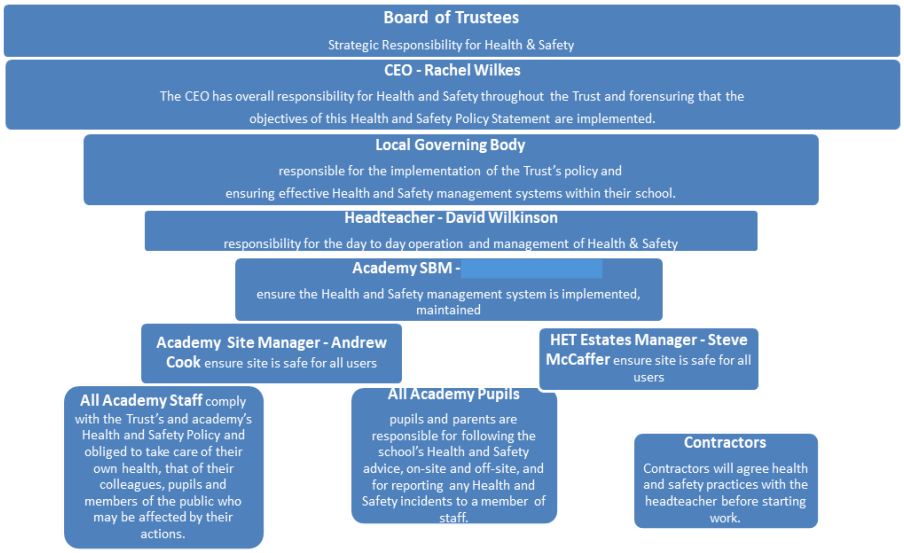
a) manage on a day to day basis all health and safety matters in the school in accordance with the Academy Policy;
b) arrange for risk assessments to be carried out and to undertake an annual review;

c) **act as or appoint a competent Safety Supervisor (Caroline Watson – SBM), to coordinate and distribute health & safety information to all staff employed or working at the school;**
d) **ensure regular inspections of the whole school are carried out;**
e) **submit inspection reports to governors and/or the Education Authority;**
f) **ensure action is taken regarding health, safety and welfare issues;**
g) **prepare an annual health & safety report for the governors;**
h) **pass on information received on health, safety and welfare matters to appropriate people;**
i) **ensure that an investigation into all major accident/dangerous occurrences is undertaken;**
j) **arrange for staff training needs to be addressed;**
k) **consult with Governors on policy issues and any problems in implementing the health & safety policy;**
l) **co-operate with and provide the necessary facilities for trades union's safety representatives and representatives for employees' safety;**
m) **in conjunction with the Governors, monitor and manage all minor building/contract work not subject to Construction (Design & Management) and Regulations authorised by the school.;**

Employees have a duty to look after their own health and safety and that of others and comply with the employer's instructions regarding health and safety. Employees must tell their line management of any shortcoming in health and safety arrangements.

The duties of all other school based employees are:
a) conduct their work in accordance with the Health & Safety Policy;
b) check classrooms/work areas are safe daily;
c) check equipment is safe before use;
d) ensure safe procedures are followed at all times;
e) ensure protective equipment is used, where appropriate;
f) participate in inspections;
g) bring problems to the relevant manager's attention.
h) Review the Risk Assessment/COSHH assessments on at least an annual basis and in the event of need
i) Undertake relevant training upon request

ORGANISATIONAL CHART



ARRANGEMENT

DISPLAY SCREEN EQUIPMENT REGULATIONS 1992

All DSE workstations should comply with the Authority's 'User' Assessment Form and be reviewed when required, upon starting a new role, or if changes are made to the workstation..

Display screen equipment users will be entitled to eye and eyesight tests and provided with corrective appliances (spectacles) if deemed necessary. Further information is available from the SBM..

MANUAL HANDLING OPERATIONS REGULATIONS 1992

Assessments for the manual handling of loads, persons and animals will be undertaken by using IHASCO except for the Premises Team, who will carry out a full manual handling training course. Records will be kept by the School Business Manager. Refer to the risk assessments for Manual Handling.

PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 1992

The provision of personal protective equipment will be determined by the appropriate line manager. Advice on these regulations can be found on the HSE website. These will be provided by the school, and monitored regularly to ensure they are appropriate.

WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

All buildings, extensions and building modifications must comply with these regulations. To ensure compliance reference may have to be made to the Education (School Premises) Regulations 1996.

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

Wherever possible, any equipment for use at work will be purchased to meet an appropriate (Conformite European) mark or relevant British Standard, in line with the guidelines relating to the provision and use of work equipment.

LEGIONELLA

Due to the potential severity of this kind of disease, it is essential that safe practice is exercised in the maintenance of internal water systems; as well as that staff and managers alike are adequately trained to recognise potentially life-threatening symptoms.

A Risk Assessment is undertaken by a Water Hygiene Contractor and periodic, planned onsite checks and test are completed by the school Premises Manager. Records are maintained as evidence of this. All relevant staff are trained in legionella awareness.

RISK ASSESSMENTS

The management of Health & Safety at Work Regulations 1999 require that assessments are undertaken to determine any significant risk to employees and other persons. Significant findings of assessments should be recorded and action taken to reduce the level of risk.

The risk assessment should identify the hazards present and evaluate the extent of the risk. Sample assessments are available from the HET Team Drive for schools to evaluate and adapt.

Risk assessments will be carried out either by those members of staff associated with the said tasks, or a competent person. The Premises Manager and Business Manager will support those staff in completing risk assessment if required. Risk Assessments will be reviewed yearly, or if an accident or review needs to take place.

Full inspection of the school will be undertaken at least termly and reported back to the Governing Body. This will be carried out by the Premises Manger and the SBM plus a member of SLT.

A copy of the termly H&S review and all Risk Assessments/COSHH Assessments are available for view from Caroline Watson, School Business Manager or can be found on the Staff Shared folder in Broadacre Teams.

OFFSITE VISITS

Please refer to HET guidance on the Health & Safety Team Drive. Here you will find steps expected in the planning process and some sample risk assessments available to be adapted for your visit. All HET schools subscribe to EVOLVE and Offsite Education Consultancy Support.

The HET website also contains an Offsite Education guidance document and policy.

PERSONAL SAFETY/LONE WORKING

Lone working may include:
- Late working
- Home or site visits
- 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. If lone working is to be undertaken, 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.

WORKING AT HEIGHT

HSE classifies working at height as when you:
- work above ground/floor level
- could fall from an edge, through an opening or fragile surface or
- could fall from ground level into an opening in a floor or a hole in the ground

Training is provided for staff regularly using Ladders as well as Ladder safety awareness. Staff are reminded of safe working practice via the HET H&S Bulletin. There is also a Working at Height Risk Assessment and Working at Heights permit that needs to be completed before work can commence.

WORK EXPERIENCE

A Risk Assessment for work experience placement students is available in school. All students are inducted before they start a placement and are given relevant safe working procedures and site rules.

VEHICLES

All members of staff must have valid business insurance when driving for work related purposes. Please refer to the HET Driving at Work Policy for further information.

STRESS

The school is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health & safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management
- Enabling individuals to cope successfully with their work
- Providing support to employees who health and wellbeing are affected by stress
- Managing and controlling factors which might result in excessive or sustained levels of stress
- Increasing awareness of stress and its causes and methods to combat it
- Assisting staff in managing stress in themselves and recognising it in others

As far as reasonably practicable, the school will:

- Provide senior leaders with advice and support to help identify specific causes of stress
- Provide training such as time management, assertiveness and dealing with difficult/sensitive situations
- Monitor the occurrence of levels of absence associated with stress
- Provide support to all employees
- Regularly seek opinions from staff regarding well-being

SMOKING

The Trust has adopted a no smoking/vaping policy which bans smoking in all buildings and vehicles. Refer to the policy on Smoking for more information. HET has a No Smoking/vaping Policy for all sites.

FIRST AID

First Aid procedures and First Aid supplies will be in accordance with the Trust guidelines relating to the Health and Safety (First Aid) Regulations 1981/as amended. A First Aid Risk Assessment is available.

Permanent first aid boxes will contain only those items, which a first aider has been trained to use, namely:

Plasters – various sizes. Small/medium/large wound dressings. Scissors. Triangular bandages. Conforming bandages. Resuscitation device. Latex gloves. Tissues. Sterile water (stored separately).

The First Aid boxes are situated around the school, including the main school office, EYFS, the middle floor, and top floor. All classes have their own medical bags specifically for the children that are in their class.

The First Aid boxes are checked and restocked as appropriate on a termly basis by the school Senior First Aider – Soozie Moulson

The First Aid station is located under the stairs. Staff qualified to deliver First Aid are:

Debbie Armitage
Jo Cooke
Lisa Dyson
Bernice Magee
Vikki Wainwright
Stef Towse
Kelly Gifford
Steph Larter
Danielle Stevens
Soozie Moulson
Julie Kitching
Kelly Turner
Faith Coombs
Chelsie Johnson
Tina Fenton
Edyta Wojciechowska
Mandy Wass
Andrea Middleton
Michaela Rouse
Suzie Gay

Fully equipped travelling first aid kits (X3) are provided for educational visits, the contents of which are: plasters, triangular dressings, scissors, latex gloves, medical tape, tweezers, safety pins, eye washes, mouth guards & dressings of various sizes.

These must be signed in and out at the office, each time they are used.

The school also has an Allergy and Anaphylaxis Policy in place, please refer to this.

ACCIDENTS

All accidents must be recorded on the MediTracker system, however minor. Phonecalls must be made to parents/carers in the result of a bumped head. The incidents should still also be recorded on the MediTracker system.

Near miss accidents, not resulting in injury, must be entered as a Near Miss on Medicaltracker, so these can be investigated.
If an accident occurs then, if necessary, a report must be completed in accordance with the school procedures. Guidance can be sought from staff who are trained in accident reporting – these are: Caroline Watson and Angie Cook

REPORTING A MINOR INJURY

Whenever a minor injury occurs, due to a fault of the organisation, then an accident investigation form must be completed. This is done via Medicaltracker, and needs to be brought to the attention of the SBM and SLT. Please inform the SBM immediately who will ensure the completion of forms and subsequent investigations if appropriate.

The relevant forms are electronically available. In the event of a major injury, or when the employee is disabled from normal work for more than **seven** days, dies or in the event of a dangerous occurrence, an online RIDDOR return should be completed in addition to the accident investigation. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

REPORTING OF A MAJOR INJURY OR DANGEROUS OCCURRENCE

Death, major injury, hospitalisation for more than twenty four hours, absence from work for more than seven days or a notifiable dangerous occurrence must be immediately reported to the Health and Safety Executive. Within fifteen days, a notification must be sent to the Health and Safety Executive, RIDDOR, using the HSE website, and inputting all of the incident details.

EMERGENCY PROCEDURES

In any school there is always the potential risk of a fire and to a much lesser degree a bomb threat.

The Headteacher is the Principal Fire Marshall and staff designated as Fire Wardens are responsible for checking various areas are clear in an evacuation. The nominated Fire Wardens are:

Andrew Cook
Angie Cook
David Wilkinson
Petra Thompson

Kirsty Hart
Rachel Barton

The Principal Fire Marshall is also the Bomb Alert Warden.

It is imperative that all building users are aware of and understand the emergency evacuation procedures.

In the event of a fire or bomb threat, building users must follow the instructions, e.g. fire action notice, evacuate the building and assemble at the designated assembly point on the playground.

Escape routes and doors must be clearly signed and free of obstructions at all times and doors easily accessible.

Fire fighting appliances should be periodically checked by the Fire Warden(s) and must be annually inspected by the Trust designated contractor.

A record must be kept of all fire drills and practices.

Further information can be found in the Log Book and Risk Assessment. An up to date critical incident/lockdown plan is held in the school and SBM office and is also electronically saved.

ELECTRICAL SAFETY

All portable appliances will be examined on a regular schedule using contractors who are NICEIC registered. The examination of the fixed equipment, i.e. from the mains distribution board to the socket outlet, will be arranged by the Managed service provider

The use of personal electrical appliances on site is prohibited unless evidence is produced to show a test/examination or arrangements are made for such test/examination.

Fixed electrical testing is carried out every 5 years in line with legislation.

DEFECTIVE EQUIPMENT

Any defective equipment must be taken out of use immediately and arrangements made for either its repair or disposal. Repaired equipment must be checked prior to use.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Under the COSHH Regulations all staff have a duty to prevent or control exposure of employees and other persons to substances hazardous to health.

The regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, bleach fumes, etc.

COSHH assessments should be carried out where there are significant risks from hazardous substances and COSHH assessments must be brought to the attention of all relevant employees. A record of such assessments are held in the premises manager's office and are reviewed annually or as needed.
All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

Further information can be found in the Guidelines Relating to the Control of Substances Hazardous to Health Regulations 2002.

DEFECTS IN BUILDINGS

Any person discovering a building defect must report the matter to the Headteacher and in their absence the Deputy Head or Site Facilities Officer. The area must be rendered safe or made out of bounds and reported to a Building Surveyor for action.

TRAINING

When necessary, training will be arranged for employees to meet the needs of Education requirements. All employees shall have access to relevant information, instruction, training and supervision to enable them to work safely, efficiently and effectively. On a regular basis our staff will be provided with Health & Safety bulletins. Topics rotate across the year. All staff are asked to read any risk assessments and related documentation that is relevant to their post. They are expected to sign to say they have done this. Signed proformas/emails are retained to evidence this annual review.

CONTRACTORS AND VISITORS

All contractors and visitors must report to reception, sign in and obtain an identification badge, and be informed of any known hazards on site. Our Health & Safety and Safeguarding rules for contractors are displayed in the Reception area.

INFECTIOUS DISEASE

Information and advice on infectious disease can be obtained from the SBM via the schools HR provider.

This document is not a finite statement and cannot include all items necessary to achieve safe working conditions. It is incumbent upon us all to comply with statutory requirements and internal arrangements to help achieve and secure a safe and healthy place to work.