

Statutory Policy	
Agreed by	Resources committee
Website	Y
Email	Y



# Health and Safety Policy

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Approved by and Position	Chair of Resources
Review Date	Autumn 2026

## Policy updates

<b>Date</b>	<b>Update</b>
September 2025	LTS Health and Safety updates reviewed - no updates required.  Trustee responsible for H&S updated.

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## 1.0 Statement of Intent

1.1 As a responsible employer, Battling Brook Primary School will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice. This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height
- The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

1.2 Battling Brook Primary School recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students, visitors and any persons affected by its activities so far as is reasonably practicable.

1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.

1.4 Battling Brook Primary School is committed to the prevention of accidents and ill health.

1.5 Battling Brook Primary School will work towards continual health and safety improvement.

1.6 To achieve these objectives, we will:

- Conduct all our activities safely and in compliance with legislation and where possible, best practice
- Ensure the provision of safe working conditions and safe equipment
- Ensure a systematic approach to identify risks is developed and implemented and ensure sufficient resources are allocated to control them
- Ensure the provision of suitable information, instruction, training and supervision
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- Promote the principles of sensible risk management
- Monitor, review and modify this policy and any arrangements as required.

1.7 All employees of Battling Brook Primary School have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

## **2.0 Battling Brook Primary School Organisation – Roles and Responsibilities**

### **Background & Context**

2.1 Battling Brook Primary School is a charitable company operating under Articles of Association and Memorandum of Association signed by the Members.

### **Structure & Organisational Responsibilities**

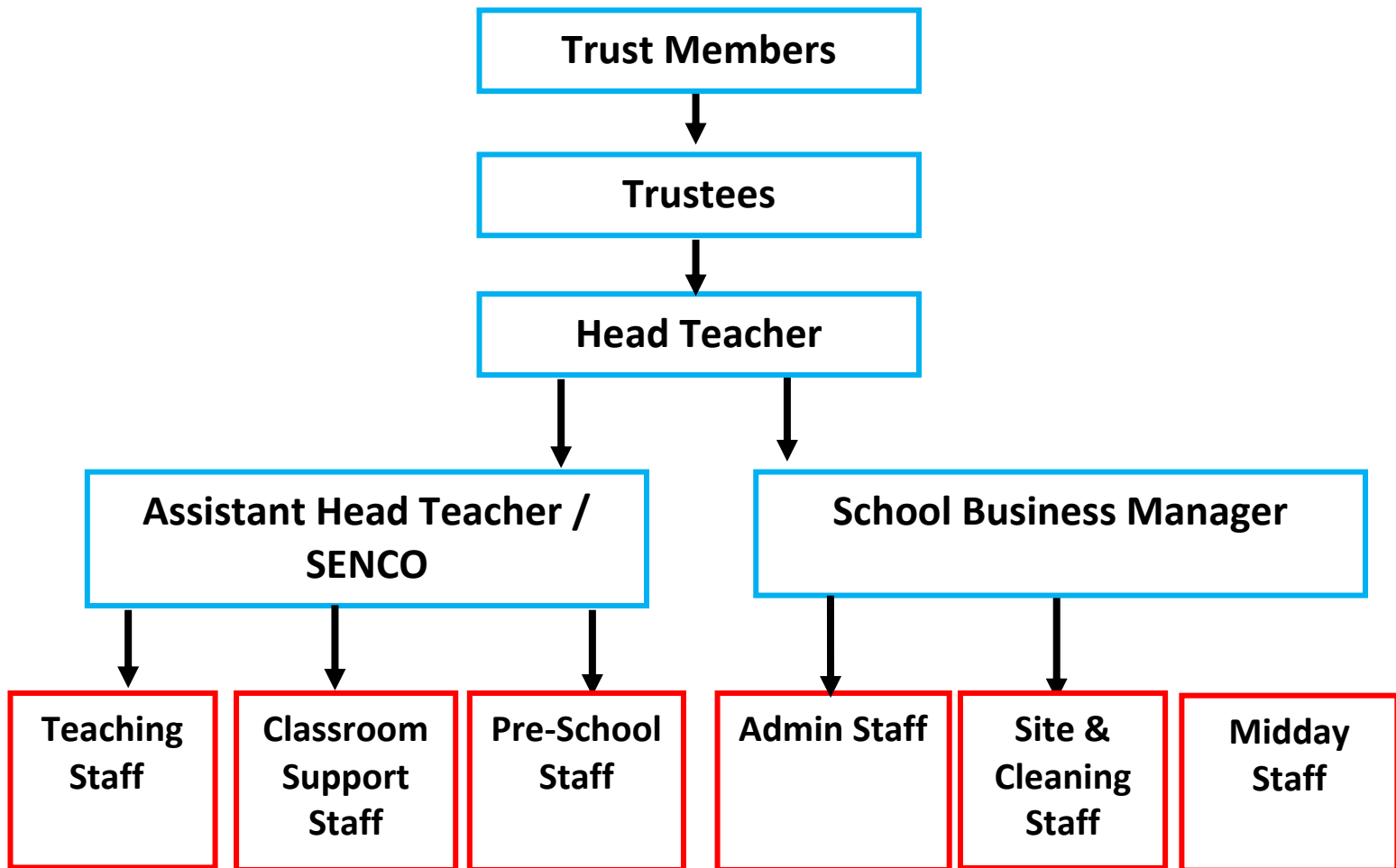
2.2 The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The Board of Trustees is the corporate body accountable for the overall health and safety performance of all the Academies within the Trust.

2.3 The Board has appointed the Head Teacher who has been delegated responsibility for the executive management and the performance of the Trust and all Academies. The Board will determine overarching H&S objectives for the organisation that are aligned to the vision and aims of the school.

2.4 The Responsibilities are delegated by the Board in line with the Articles of Association and are outlined in the trust's Scheme of Delegation and Terms of Reference.

2.5 The Head Teacher leads the Senior Leadership Team and will delegate executive management functions to the members of the SLT.

## Battling Brook's Organisational Structure



## **Trust Board**

2.6 The Trust Board responsibility is to hold the Head Teacher to account for H&S management and operational matters relating to the academic work of the school (including lesson risk assessments, trips, use of the building for teaching and learning, etc.).

2.7 The Trust Board is responsible for:

- establishing clear lines of local accountability for health and safety
- periodically assessing the effectiveness of its implementation of the Health and Safety policy and ensuring that the need for any necessary changes are communicated to the Board and Senior Leadership Team
- ensuring that responsible staff have access to competent health and safety advice
- ensuring the provision of a business continuity plan
- ensuring that the school allocates sufficient funds for health and safety
- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- The Trustee who oversees health and safety is Shaun Collins

## **Head Teacher**

2.8 The Trust Board has appointed the Head Teacher who has been delegated responsibility for the management and the performance of the School for health and safety. The Head Teacher will be responsible for:

- Providing health and safety reports to the Trust Board for review.
- Ensuring adequate resource is provided for health and safety.
- Setting clear health and safety values and standards throughout the School.
- Establishing clear and measurable health and safety aims and objective
- Ensuring the provision of competent health and safety advice.
- Ensuring any health and safety shortcomings are identified and rectified in a timely manner.
- Consult with staff, union representatives, safety committees and stakeholders on health and safety matters.

- Ensure the health and safety policy and arrangements are reviewed and implemented.
- Ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.
- Ensure that risk assessments are undertaken by competent persons and that adequate control measures are implemented to reduce risks so far as is reasonably practicable.
- Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay.
- Ensuring there is enough staff to safely supervise pupils
- Providing adequate training for school staff.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Facilitate health and safety audits.
- Ensure that local procedures for the selection and monitoring of contractors are in place.
- Take appropriate action under Battling Brook Primary School disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- Ensure Battling Brook Primary School has access to competent health and safety advice.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- Ensure there is a clear system for reporting accidents and incidents
- The Head Teacher may delegate specific responsibilities to other members of Battling Brook staff, however the Head Teacher will still be accountable for ensuring the responsibilities are fulfilled.

In addition to their statutory duties, the Head Teacher and teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively

and efficiently implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy

## 2.1 **Business Manager**

- Will be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.
- Will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- Notify the Site Manager and/or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- Liaise with and report directly to the Trustees, Head Teacher and SLT on matters of Health and Safety.
- Ensure that all certification and statutory inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses, complete accident reports.
- Facilitate health and safety audits.
- Provide regular health and safety reports to the Head Teacher / SLT
- Ensure the Academy has a Management of Medications Policy.
- Ensure the Academy has an Off-Sites Visits Policy.
- Ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- Ensuring there is a system in place for contractor procurement that identifies contractor competency.
- Ensure the provision of resources for staff health and safety training.
- Establish a health and safety training plan and matrix to identify staff training needs.
- Ensure health and safety responsibilities are included in job descriptions
- Assist where necessary in facilitating clear lines of communication between management and employees across the Trust.
- Cooperate and communicate with the Head Teacher to ensure the school's health and safety policy aligns with HR policies.

- Make recommendations in relation to Occupation Health referrals to the Head Teacher.
- Establish an annual budget for health and safety for the school.
- Report any shortcomings in health and safety budget to the Head Teacher /Trust Board.

## **Site Manager**

2.2 The Site Manager is responsible for day to day management of property maintenance and compliance checks. The Site Manager will be responsible for:

- The general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Business Manager / Head Teacher.
- Establishing and maintaining safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- Carrying out regular health and safety assessments of the activities for which they are responsible, and report to the Business Manager/SLT/Head Teacher any defects, which need attention. Monitoring their effective implementation by staff under their control.
- Where appropriate, ensuring relevant advice and guidance on health and safety matters is sought.
- Advise the Head Teacher and/or Business Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.
- Liaising and co-operating with the Head Teacher and/or Business Manager on property related matters
- Providing a regular health and safety updates to the Head Teacher/Business Manager.
- Carrying out compliance checks in accordance with Appendix 1 and job description.
- Implement a system for retaining premises compliance documentation to ensure it is readily accessible
- Retaining and maintaining compliance and health and safety related documentation .

- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completing.
- Reporting incidents, accidents, dangerous occurrences and near misses to the Head Teacher/Business Manager.
- Undertaking any training identified by the Business Manager/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.
- Ensuring the provision of adequate PPE for staff that they are responsible for.
- Facilitate health and safety audits.
- Establish a contractor procurement system that ensure contractors are competent to carry out their duties and carry out and record contractor inductions.
- Conducting, reviewing, implementing and communicating risk assessments in relation to the activities the staff under their control.

## **Classroom Teachers**

2.3 The health and safety of pupils in classrooms is the responsibility of class teachers.

Class teachers are expected to:

- Check classroom area is safe
- Check equipment used is safe before use
- Ensure safe procedures are followed
- Give clear instruction and warnings to pupils, as often as necessary
- Report defects to the Site Manager(SM)
- Avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the SM or Business Manager. Any item with authorisation must be PAT tested prior to use unless a receipt of 12months purchase or less is presented.
- Follow safe working procedures personally, especially working at height
- More specific duties the subject leads of Design Technology, Science and PE will be set out in appendix 1 of this policy

## All Staff

2.4 All employees, agency, peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- Cooperate with their line manager and senior management to work safely
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace.
- Support Battling Brook Primary School in embedding a positive safety culture that extends to pupils and any visitors to the site.
- Undertake any training identified by the Business Manager/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.
- Co-operate with the employer in the discharge of its statutory obligations.
- Model safe and hygienic practice for pupils

## Pupils

2.5 All pupils are expected to behave in a manner that reflects the Battling Brook' behaviour and Relationships policy and in particular are expected to: -

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

- Report to a teacher or other member of Battling Brook Primary School staff any health and safety concerns that they may have.

## **Contractors**

2.6 Contractors will agree health and safety practices with the Head Teacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## **Lettings**

Battling Brook Primary School has a lettings policy. The policy covers procedures for fire evacuation, security arrangements, the requirements relating to accident, assault and near miss reporting and requirements for the provision of first aid.

2.7 Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the Battling Brook Primary School on health and safety matters.
- agree to the terms of the lettings policy in relation to health and safety arrangements.
- provide information relating to any additional risks or procedures which will be new or unusual to those of the Battling Brook Primary School that may arise from their activities.

2.8 Battling Brook Primary School will ensure that:

- the premises are in a safe condition for the purpose of use
- the health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises.
- adequate arrangements for emergency evacuation are in place and communicated.

## **3.0 Trust Organisational Arrangements for Health and Safety**

3.1 The following arrangements will be adopted to ensure that Trust Board and Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site.

### **Setting health and safety objectives**

3.2 The Trust Board and the Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Resources Committee. Where necessary health and safety improvements will be identified and included within the PIP action plan.

### **Provision of effective health and safety training**

3.3 The Trust Board and the Head Teacher will consider health and safety training on an annual basis in line with the Trust Board's health and safety training matrix focussing on mandatory training as a priority.

### **Provision of an effective joint consultative process**

3.4 Health and safety is covered within the remit of the resources committee will meet at least once per term. This committee will report to the Trust Board and the Head Teacher, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

### **Establishing adequate health and safety communication channels**

3.5 Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies
- email bulletins
- staff notice boards

3.6 Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

## **Financial resources**

3.7 The Trust Board along with the Head Teacher will review the budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

## **Specialist advice/support**

3.8 Battling Brook Primary School will ensure that access to competent technical advice on health and safety matters is procured to assist in complying with statutory duties and meeting health and safety objectives; Battling Brook Primary School will do this by:

- Accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service

## **Audit**

3.9 Battling Brook Primary School health and safety management system will be audited by Leicestershire Traded Services Health, Safety and Wellbeing Service every 18 months. Battling Brook Primary School reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety.

3.10 External health and safety audit reports will be delivered to the Head Teacher / SLT/Business Manager and Site Manager for review.

## 4 Local Organisational Arrangements

### Accident and assaults

4.1 Accidents resulting in first aid being delivered and assaults will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Education Information Sheet No1 (Revision 3) will be reported to the HSE within the required timescales.

4.2 Where deemed appropriate incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

4.3 Accident and assaults will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the resources committee.

4.4 Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

### Contractor management

4.5 Battling Brook Primary School will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing contractors: A guide for employers. Battling Brook Primary School ensures that:

- roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
- competent contractors are used
- clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
- pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored, and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained

- all staff/ pupils and other users of site remain in a safe environment for the duration of the works.
- all contractors are given access to the asbestos register
- all contractors to complete a contractor site induction sheet before work can proceed.

## **Control of hazardous substances**

4.6 Battling Brook Primary School comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. Battling Brook Primary School will ensure:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A coshh risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Where identified as part of the risk assessment, appropriate ppe will be provided to staff
- Any requirement for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the school's procurement systems can be used on site
- Substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually

## **Dealing with health and safety emergencies - procedures and contacts**

4.7 As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

4.8 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

4.9 Guidance will be sort from the Health, Safety and Wellbeing Team, Resilience Partnership, LCC First Response, LAIS Insurance Team in regards to fatalities, missing pupils, bomb threats and other emergencies that would not be covered by the fire and emergency evacuation plan

### **Defect reporting**

4.10 Battling Brook Primary School has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

### **Display screen equipment (DSE)**

4.11 Battling Brook Primary School acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The Battling Brook Primary School ensures that:

- All static workstations used by staff meet the minimum standards required
- Equipment is maintained in good working condition
- Staff are aware of best practice in using DSE and issued with relevant information
- Staff whose roles require significant use of DSE are prioritised for individual assessment
- Assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health.
- DSE training and assessment is available via LTS health safety and wellbeing service buy back. This can be access through the shine online system. For access please call 0116 305 5515. <https://go-shine.co.uk/login/index.php>

## **Driving**

4.12 All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. 6 monthly licence and business insurance checks are undertaken and documented.

## **Electrical systems and equipment**

4.13 Battling Brook Primary School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical installations (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in accordance with the contractors recommendations contained in the report.

4.14 Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance *'Maintaining portable electrical equipment in low risk environments'* (INDG236), by a competent contractor with records maintained.

4.15 Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Battling Brook Primary School's defect reporting procedure is followed as required.

## **Fire safety**

4.16 Battling Brook Primary School is committed to providing a safe environment for both staff and pupils. Battling Brook Primary School manages the risk of fire by ensuring:

- A detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- An annual type 1 and a 5 yearly type 2 fire risk assessment is completed and then reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments.
- Statutory inspections are carried out on all fire related systems and equipment both by competent contractors and in house by trained staff
- All staff receive fire awareness training that is regularly refreshed (and fire marshals receive role specific instruction).
- A fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- A fire logbook is kept and maintained

## **First-aid and supporting pupils' medical conditions**

4.17 Adequate first aid arrangements are assessed, maintained and monitored at the Battling Brook Primary School and for all activities that Battling Brook Primary School leads. Battling Brook Primary School ensures that:

- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.
- A first aid needs assessment is conducted and reviewed annually.
- All first aiders and appointed persons hold a valid certificate of competence, battling brook primary school maintains a register of all qualified staff and will arrange re-training as necessary
- First aid notices are clearly displayed around battling brook primary school sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked
- A suitable area is available for the provision of first aid
- Staff are regularly informed of first aid arrangements within battling brook primary school, through induction, teacher training days and the staff handbook which is issued annually
- Where first aid has been administered this is recorded in the first aid treatment book
- Correct reporting procedures are followed including those required under riddor regulations
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency
- Children with medical conditions will be cared for in line with the medical conditions policy
- Medication shall be kept securely in line with the medical conditions policy

## **Glass & Glazing**

4.18 Battling Brook Primary School will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

4.19 Battling Brook Primary School will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

## **Grounds - Safety/Security**

### **Safety**

4.20 Battling Brook Primary School) will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. Battling Brook Primary School will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment.

### **Security**

Battling Brook Primary School will be open to staff between 7.30am and 6.00pm, with the exception of closes upon request. All perimeter gates are to be locked at 9.00am and will be opened by the Premises Team at 2.55pm.

Identified external building doors will only be opened by the Premises Team once the perimeter gates are locked i.e. Main building, Yr6 cloak door, Hive, FS2

- All visitors must enter the school via the reception.
- Visitors are to register using Entry Sign and advised to read the Visitors Guidance sheet. All visitors are to be given a visitor's identification badge.
- Building contractors must sign in the Maintenance book and be offered the Asbestos Register
- Staff should approach any adult in the building not wearing a badge.
- Staff should advise parents to use the main entrance on Frederick Avenue, should they wish to enter the school building.
- Staff must ensure that external doors are closed prior to 2.55pm and windows are shut when they leave the room.
- Staff should avoid working in school alone and should vacate the premises by 6.00pm unless there is an event (please see Lone Working policy).

## **Housekeeping – storage, cleaning & waste disposal**

4.21 Battling Brook Primary School will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.

4.22 Battling Brook Primary School will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. Battling Brook Primary School will ensure that there is suitable and sufficient external waste bins secured from the risks of arson and tampering.

4.23 Where applicable and to accommodate the requirements of environmental legislation Battling Brook Primary School will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

4.24 Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

## **Jewellery**

4.25 Pupils must remove jewellery including watches and all piercings (tape is not allowed), long hair must be tied back for P.E/DT. Staff must model safe practices i.e. no dangling earrings.

## **Lone working**

4.26 Battling Brook Primary School will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

## **Management of asbestos**

4.27 Battling Brook Primary School complies with the HSE's approved code of practice *'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143)*. Battling Brook Primary School is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. Battling Brook Primary School has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. The Lamp along with the asbestos register will be kept up to date.

4.28 A minimum termly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented, where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in Battling Brook Primary School's Lamp.

4.29 Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

4.30 Any changes to the building where asbestos any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's Lamp.

4.31 The Asbestos register will be maintained and review regularly

### **Gas safety**

4.32 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

4.33 Gas pipework, appliances and flues are regularly maintained

4.34 All rooms with gas appliances are checked to ensure they have adequate ventilation

### **Equipment**

4.35 All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

4.36 When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

4.37 All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### **Electrical equipment**

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to the Site Manager / School Business Manager / Assistant Site Manager immediately

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Only trained staff members can check plugs

Where necessary, a portable appliance test (PAT) will be carried out by a competent person

All isolator switches are clearly marked to identify their machine

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

## **PE equipment**

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager / School Business Manager

## **Display screen equipment**

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## **Moving and handling**

4.38 Battling Brook Primary School complies with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).

4.39 Within Battling Brook Primary School there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. Battling Brook Primary School manages the risk associated with moving and handling tasks by ensuring that:

- Moving and handling is avoided whenever possible
- If it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements

- Any defective equipment is taken out of use until repaired or is replaced
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

## **Noise**

4.40 Battling Brook Primary School will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

## **Occupational health services and work-related stress**

4.41 Battling Brook Primary School acknowledges that there are many factors both work related and personal that may contribute to staff being from absent from work through injury and ill health including stress.

4.42 Battling Brook Primary School will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. Counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- If it is identified that there is a high occurrence of staff ill health or stress within Battling Brook Primary School, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

## **Off-site visits including school-led adventure activities**

4.43 Battling Brook Primary School has created an Educational Visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders.

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders.

- Battling Brook Primary School requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.
- [https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=LeicestershireCountyCouncil](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil) This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515.
- Trustees will be provided details of all off-site visits.
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit.
- All approvals for off-site visits will be completed by the Head Teacher

## **Risk assessment**

4.44 Risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health.

4.45 Within the Battling Brook Primary School various persons are tasked with the development of risk assessments based on their knowledge, experience and competence (See Appendix 1). Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically on the google drive within 'Day to Day Essential Practices' folder /hard copy via the business managers office.

4.46 New and expectant mothers risk assessments will be conducted in line with HSE Guidance.

4.47 Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable.

## **Smoking**

4.48 Battling Brook Primary School complies with UK law on smoking in both indoor and external spaces. Battling Brook Primary School has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the used of substitute inhalers and all types of vaping devices including e-cigarettes. Battling Brook Primary School has signage on site and will ensure that person's seen smoking onsite are instructed not to do so.

## **Statutory Inspections**

4.49 Battling Brook Primary School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection is implemented by the Site Manager and monitored by school business manager.

## **Preventing workplace harassment and violence**

4.50 Battling Brook Primary School is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

4.51 Staff are advised to:

- Avoid confrontation if possible
- Withdraw from a situation or escalating situation
- Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- Contact emergency services, as appropriate.
- Inform the head teacher or a member of the senior management team if confrontation has taken place

4.52 Battling Brook Primary School will:

- Ensure the Head Teacher or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
- Have in place procedures for the reporting of incidents
- Offer counselling/ support through Occupational Health
- Debrief individuals following any incident
- Provide training on how to manage conflict and aggression as required
- Review the appropriate risk assessments following any incident.

## **Vehicles on Site**

4.53 All deliveries are to be made to the Frederick Avenue entrance. Deliveries are discouraged between 8.35am to 9.15am and after 2.45pm. Vehicle deliveries during school opening hours will require entry access via the school office. A car park risk assessment is in place and annually reviewed.

## Water hygiene management

4.53 Battling Brook Primary School will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

4.54 Battling Brook Primary School will:

- Employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- Employ a competent external contractor to provide a suitable survey/risk assessment periodically as below:
  - changes to the water system or its use
  - changes to the use of the building in which the water system is installed
  - the availability of new information about risks or control measures
  - the results of checks indicating that control measures are no longer effective
  - changes to key personnel
  - a case of legionnaires' disease/legionellosis associated with the system
  - If none of the above situations apply a new water hygiene survey/risk assessment will be conducted by a competent contractor every 2 years.
- Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment.
- Employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable. TMV's will be serviced in accordance with the manufacturer's instructions or as advised by a competent contractor.
- Ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis.
- Employ a competent person to undertake monthly monitoring of water systems including temperature readings.

## Working at height

4.55 Battling Brook Primary School will follow the principles of the HSE guidance '*The Work at Height Regulations 2005 (as amended) A brief guide*' (INDG401). Battling Brook Primary School use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The Battling Brook Primary School ensures that:

- Work at height is avoided whenever possible
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- Those undertaking work at height have received appropriate training and training records are maintained

- All access equipment (ladders, step ladders, tower scaffolds etc.) Is identifiable and inspected as required
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- Any defective equipment is taken out of use until repaired or is replaced
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

### **Workplace inspections**

4.56 Battling Brook Primary School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remains a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per Battling Brook Primary School 's defect reporting procedure.

4.57 Daily visual Inspections of the site will be undertaken and recorded.

### **Monitoring and review**

4.58 This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the resources committee of the trust board and the Head Teacher on a regular basis (Annually as a minimum), or as required.

4.59 The Battling Brook Primary School will use different types of systems to measure health and safety performance: Any areas where the standards are not being met will require remedial action.

### **Active monitoring systems**

- Spot checks and termly site inspections will be undertaken
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

## **Reactive monitoring systems**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc...

## **Reporting and response systems**

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- The resources committee, trust board and senior leadership team will all receive and consider reports on health and safety performance.

## **Investigation systems**

- Investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events
- Analysing data to identify common features or trends and initiate improvements
- Where cases of occupational ill-health are to be investigated
- Where complaints relating to occupational health and safety are to be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

## **Third Party Monitoring/ Inspection**

- Battling Brook Primary School will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the Battling Brook Primary School action plan with appropriate target dates for completion.

## **Business Continuity**

4.60 Battling Brook Primary School will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.

4.61 In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the (Senior Leadership Team / Business Manager / Head Teacher / Trustees). This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.

4.62 A copy of Battling Brook Primary School's business continuity plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out.

4.63 In the unlikely event of major disruption or disaster the SEMT will arrange to meet at Redmoor Academy to co-ordinate and implement the business continuity plan.

4.64 Battling Brook Primary School business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by (The SEMT / Trustee's / Head Teacher / Senior Leadership Team / Business Manager

### **Retaining and Maintaining Documentation**

4.65 Battling Brook Primary School will store all health and safety related documentation with the Site Manager / Business Manager.

### **Infection Prevention and Control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

#### **Handwashing**

Wash hands with liquid soap and warm water, and dry with towels provided

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

#### **Coughing and sneezing**

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

#### **Personal protective equipment**

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

## **Cleaning of the environment**

Clean the environment, including toys and equipment, frequently and thoroughly

## **Cleaning of blood and body fluid spillages**

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.

## **Laundry**

Wash laundry in a separate dedicated facility

Wash soiled linen separately and at the hottest wash the fabric will tolerate

Wear personal protective clothing when handling soiled linen

Bag children's soiled clothing to be sent home, never rinse by hand

## **Clinical waste**

Always segregate domestic and clinical waste, in accordance with local policy

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

## **Infectious disease management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

### **Following good hygiene practices**

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

### **Implementing an appropriate cleaning regime**

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned twice a day

## **Keeping rooms well ventilated**

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

## **Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

## **Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

Some pregnant women will be at greater risk of severe illness from COVID-19

## **Occupational stress**

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## **Accident reporting**

### **Accident record book**

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2

As much detail as possible will be supplied when reporting an accident

Information about injuries will also be kept in the pupil's educational record

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of .

### **Reporting to the Health and Safety Executive**

The First Aid Lead / School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The First Aid Lead / School Business Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences.

These include Death and specified injuries which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment
- \*An accident “arises out of” or is “connected with a work activity” if it was caused by:
  - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
  - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
  - The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE.

<http://www.hse.gov.uk/riddor/report.htm>

## **Schools with Early Years Foundation Stage provision**

### **Notifying parents/carers**

The Class Teacher will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **Reporting to child protection agencies**

The Head Teacher will notify all relevant agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

### **Reporting to Ofsted**

The Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### **Occupational Health**

4.66 Battling Brook Primary School has ensured provision of occupational health services through Leicestershire Traded Services HR.

4.67 The School will follow HR guidance to determine when an occupational Health referral or health surveillance is required.

### **Automatic Gates and Doors**

4.68 Automatic Doors and Gates will be serviced, maintained and inspected in line with manufacturer's recommendations (Usually 6 Monthly).

4.69 The Academy will complete documented in-house inspections of automatic doors and gates to ensure their safe operation.

4.70 Defects will be reported immediately, and a contractor will be procured to make the relevant assessment and repairs.

## 5.0 Appendix 1: Table of Delegation of Specific Duties

<b>Responsibility</b>	<b>Frequency</b>	<b>Delegated to Job Role</b>	<b>Signed</b>
Reviewing Health and Safety Policy	Annually	Business Manager	
Allocating Budget for Health and Safety	Annually	Business Manager	
Display Energy Certificate Renewal	As Instructed on Current Certificate	Business Manager / Site Manager	
Organising Type 2 Fire Risk Assessment	Every 5 Years	Business Manager / Site Manager	
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	Business Manager	
Internal Checking of the Fire Alarm Panel	Daily	Site Manager	
Internal Fire Evacuation Drill Organisation	Termly	Head Teacher	
Internal Manual Call Point Checks	Weekly on Rotation	Site Manager	
Internal Emergency Lighting Checks	Monthly	Site Manager	
Internal Extinguisher Checks	Monthly	Site Manager	
Internal Fire Door Checks	Monthly	Site Manager	
Organising Service of The Fire Alarm System	Six Monthly	Site Manager	
Organising Service of Fire Extinguishers	Annually	Site Manager	
Organising Service and Maintenance of Emergency Lighting	Annually	Site Manager	
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	Site Manager	
Organising Service and Maintenance of Air Handling Units	Annually	Site Manager	
Reviewing the Emergency Evacuation Plan	Annually	Head Teacher/ Business Manager / Site Manager	
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	Business Manager	
Creating and Reviewing the Winter Gritting Plan	Annually	Business Manager / Site Manager	
Winter Gritting Pavements and Carparks	Consult Weather Forecast	Site Manager	
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	Business Manager / Head Teacher	
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	Business Manager / Head Teacher	

Organising Asbestos Management Surveys	5 Yearly	Business Manager / Site Manager	
Monitoring the Condition of Asbestos on the Premises	Termly	Site Manager	
Organising Water Hygiene Surveys	2 Yearly	Business Manager / Site Manager	
Flushing of Little Used Outlets	Weekly	Site Manager	
Organising Service of TMV	Annually	Site Manager	
Organising Water Tank Cleans	When Necessary	Site Manager	
Water Temperature Monitoring	Monthly	Site Manager	
Signing Off Water Temperature Monitoring	Monthly	Business Manger	
Organising Water Heater Service and Maintenance	Annually	Site Manager	
Organising Water Tank Inspections	Annually	Site Manager	
Organising Electrical Installations Condition Reports	5 Yearly	Business Manager / Site Manager	
Organising PAT (Portable Appliance Testing)	Annually	Site Manager	
Organising Service of Stage Lighting	Annually	Site Manager	
Organising Servicing of Gas Boilers	Annually	Site Manager	
Organising Gas Risk Assessment	Annually	Site Manager	
Conducting Workplace Inspections	Termly	Business Manager / Site Manager	
Conducting Workplace Inspections (Trustee)	Annually	Business Manager / Site Manager	
Organising Building Condition Surveys	5 Yearly	Business Manger	
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Site Manager	
Organising RPII Inspections of Outdoor Play Equipment	Annually	Business Manager / Site Manager	
Inspecting PE Equipment	Before Use	Site Manager	
Organising External Inspections of PE Equipment	Annually	Business Manager / Site Manager	
Organising Glazing Surveys	10 Yearly	Site Manager	
Procuring and Commissioning Contractors	When Necessary	Business Manager	
Managing and Supervising Contractors	When Necessary	Business Manager / Site Manager	
Contractor Inductions	When Necessary	Business Manager / Site Manager	

Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	Site Manager	
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	3 <sup>rd</sup> Party Catering Providers Responsibility	
Organising a Thorough Clean of The School Kitchen	Termly	3 <sup>rd</sup> Party Catering Providers Responsibility	
Creating and Reviewing Classroom Risk Assessments	Annually	Business Manger	
Creating and Reviewing Premises Related Risk Assessments	Annually	Business Manager / Site Manager	
Creating and Reviewing PE Risk Assessments	Annually	Business Manager / Subject Lead	
Creating and Reviewing Design Technology Risk Assessments	Annually	Business Manager / Subject Lead	
Creating and Reviewing Science Risk Assessments	Annually	Business Manager / Subject Lead	
Creating and Reviewing Other Risk Assessments	Annually	Business Manager	
Conducting Pregnancy Risk Assessments	When Necessary	Business Manager	
Conducting Return to Work Risk Assessments	When Necessary	Business Manager	
Selecting Staff Health and Safety Training	Review Termly	Business Manager	
Recording Staff Health and Safety Training in a Central Record	When Necessary	Admin Team	
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Business Manager / Site Manager	
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	Business Manager / Site Manager	
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Business Manager / Site Manager	
Logging Accidents onto the AssessNet system	When Necessary	First Aid Lead / Business Manager	
Reporting RIDDOR	When Necessary	First Aid Lead / Business Manager	
Reviewing Accident Statistics	Termly	Business Manger	
Reviewing the Management of Medications Policy	Annually	First Aid Lead / Business Manager	
Reviewing the First Aid Needs Assessment	Annually	First Aid Lead / Business Manager	
Checking First Aid Kit Contents	Monthly	First Aid Lead	

Checking the Condition of First Aid Facilities	Weekly	First Aid Lead	
Reviewing Pupil Individual Care Plans	When Necessary	First Aid Lead	
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	Business Manager / Head Teacher / EVC	
Approving Off-Site Visits	When Necessary	Head Teacher	
Creating a Health & Safety Report for Trustees	Termly	Business Manger	
Communicating Emergency Procedures to Lettings	When Necessary	Admin Team	
Emergency Contact during Lettings	When Necessary	Site Manager	
Work Experience Co-ordination	When Necessary	SLT	
Driving for Work Drivers Licence and Insurance Checks	6 Monthly	Admin Team	
Organising Tree Surveys	3 Yearly	Business Manager / Site Manager	
Organising Service/Inspection of The Lightening Protection Rod	11 Monthly	Business Manager / Site Manager	
Organising Servicing Inspection of Automatic Gates	6 Monthly	Business Manager / Site Manager	
Completing Internal Inspection of Automatic Gates	Weekly	Site Manager	
Organising Servicing Inspection of Automatic Doors	Annually	Business Manager / Site Manager	
Completing Internal Inspection of Automatic Doors	Weekly	Site Manager	

**6.0 Appendix 2 Battling Brook Primary School's Additional Policies and Guidance for Reference: Please see G/Drive for PDF copies of all policies. Otherwise speak to the designated person below:**

**Battling Brook Primary School will in addition to this health and safety policy, follow the policies and guidance set out in the table below.**

<b>Policy Documents</b>	<b>Relevant to</b>	<b>Location</b>
Educational Visits Policy	<b>All Staff</b>	
Management of Medications Policy	<b>First Aid Lead / SLT / Class Teachers / First Aiders</b>	
Lettings Policy	-	
Contractor Management Policy	<b>Premises / SLT</b>	
Toileting Policy	<b>All Staff</b>	
Breastfeeding Policy	<b>As required</b>	
Display Screen Equipment Policy	<b>As required</b>	
Risk Assessment Policy	-	

<b>Guidance Documents</b>	<b>Relevant to</b>	<b>Location</b>
Accident, Incident and Near Miss Guidance	All Staff	
Asbestos - Information and Guidance	All Staff	
LAMP Local Asbestos Management Plan	Premises / SLT	Electronic Copy in the staff drive on the school google drive. Hard copy in the Reception Area – accessible for contractors visiting site
Schools Gate Safety Guidance		
Blood Borne Viruses & Needle Stick Injury	First Aid Trained Members of Staff	
Notification of Construction Works in Academies & Schools	Premises / SLT	
CDM Guidance	Premises / SLT	
Challenging Behaviour and Violence at Work	All Staff	
Contractor Management	Premises / SLT	
COSHH Guidance	Premises / SLT	

Door Safety in Schools	Premises	
Driver and Vehicle Safety Guidance	All Staff	.
Electrical Safety Guidance	Premises / SLT	
Fire Safety Guidance	All Staff	
First Aid Guidance – Includes completed risk assessment detailing the number of first aiders required on site.	SLT / First Aid Lead	
Food Safety Information and Guidance	-	Responsibility of 3 <sup>rd</sup> party catering provider – individual risk assessments available for cookery linked to DT Risk assessment for toast @ breakfast club is required
Glazing - Information and Guidance	Premises	
Growing Plants and Vegetables in Schools Guidance	All Staff / Volunteer	
Lone Working + Risk assessment	Premises / Class Teachers / Teaching Assistants	
Manual Handling + Risk assessment	All Staff	
Moving and Handling of People Guidance	-	Within the behaviour policy and the reasonable force flowchart
Noise at Work		
Outdoor Play Equipment, Outdoor Gyms and Playing Fields Guidance		
Stress Management in Schools Guidance		
Supervision of Pupils by Others Guidance		
Water Hygiene Procedure Guidance	Premises / SLT	
Winter Gritting & Snow Clearing Guidance	Premises / SLT	
Work at Height Guidance	All Staff	
Work Equipment Guidance		
Young Persons and Work Experience Guidance	SLT / Class Teachers	

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