

Health and Safety Policy

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SECTION A



Reviewed: September 2023

Health and Safety Policy

RATIONALE

Northumberland PRU is committed to the promotion of a safe and healthy working environment for staff, pupils and all other users of the school sites.

We are committed to working within the framework provided by the LA, described in the 'Health, Safety and Risk Assessment Manual'.

We are committed to the provision of adequate and appropriate safety training for staff. The Management Committee will review this policy annually.

ROLES AND RESPONSIBILITIES

The Management Committee

The Management Committee is responsible for:

- ensuring that appropriate documentation is in place
- monitoring its implementation
- reviewing it on an annual basis.

At Northumberland PRU this will be achieved:

- by the appointment of a health and safety representative from the Management Committee;
- by Management Committee members receiving termly updates from the Headteacher and annual reports in the autumn term.

Headteacher

The Headteacher is responsible for:

- the implementation of the policy
- the day to day management of health and safety
- ensuring that all staff are aware of the information contained in this document
- ensuring that staff comply with the procedures laid down in the document
- reporting to the Management Committee on health and safety matters termly
- liaising with contractors to ensure an adequate exchange of health and safety information

- other responsibilities outlined in the LA's Health, Safety and Risk Assessment Manual
- liaising with the Site Manager on issues relating to H&S

Caretaker/Cleaner in Charge

The Caretaker/Cleaner will be responsible for:

- undertaking a regular check with the Fire Warden of the fire alarm systems and recording the result in the Fire Log Book
- carrying out a weekly safety check of the school's grounds and reporting issues to the Support Services Manager
- a day-to-day monitoring of contractors on site

All staff

It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.

All staff will, therefore, be issued with a copy of this document and will be expected to comply with the procedures it contains at all times.

All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined below. If necessary, they must be prepared to take appropriate action themselves to remove hazards.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, being always aware of their particular vulnerabilities.

Non-employed site users shall be subject to supplementary Risk Assessments. This group includes pupils, visiting parents and professionals, contractors, etc.

GUIDELINES

First Aid

First Aid boxes are located in the classrooms, cookery room, main office, SI office and mini-bus.

Sue Ingledeu is responsible for ensuring that they are stocked at all times.

If staff/agency staff do not have current first aid training they should report this to their line manager so refresher training can be arranged.

Accident recording, reporting and investigation

All accidents involving students will be recorded on cpoms under the category, Premises, Health and Safety. Accidents involving staff, visitors should be put in writing and sent to the Headteacher either via email or in person.

Serious accidents must be brought to the attention of the Headteacher or Support Services Manager who will decide on further action including the completion of any other reports. These will be recorded on the Northumberland LA accident online reporting form.

In the first instance the teacher in charge at the time of the incident will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

Issuing medication

School staff should only issue medication in accordance with the school's Managing Medicines Policy (reviewed Summer 2020)

In all cases, the instructions given by the prescribing authority are strictly followed. Any medication needs the authority of the parent/carer. Forms are available for parents/carers to complete, prior to any medication given.

Fire Safety

There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The time and circumstances of the practices will be varied to cover different times of the school day and different eventualities.

Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.

The Fire Warden and cleaner in charge are responsible for checking the alarm system from a different call point each week and recording the result in the Fire Log Book.

Fire fighting equipment is serviced regularly and the date noted in the Fire Log Book.

Hazard and defect reporting

All defects and hazards relating to the buildings or grounds should be reported immediately to either the Headteacher or the Support Services Manager; they will pass on to County property services and log report date and outcome.

The Headteacher is responsible for monitoring the progress on all items reported; this is part of an ongoing dialogue between the Headteacher, and property services. Health and safety issues are raised in fortnightly staff meetings as part of the fixed agenda.

Half-termly audits

The Headteacher will ensure that a safety audit of the school site is carried out each half-term. The outcome and actions taken will be reported termly to the Management Committee.

Risk Assessment

The Management Committee has adopted the LA's generic Core Risk Assessments as the basis for the school's own Risk Assessments.

Supplementary Risk Assessments will be carried out in relation to the premises (internal and external), activities undertaken and in relation to individual pupils.

The results of the half-termly audit will help to determine the areas for which a formal Risk Assessment needs to be carried out.

The Headteacher is responsible for allocating the task of undertaking Pupil Risk Assessments to Support Staff Key workers and then to group teachers. Subject leaders are aware of risk

assessments for their subjects and for sharing them with those staff who deliver and support those subjects.

Minibus

The Northumberland PRU minibus is subject to regular checks and is maintained by the County. Drivers have all been assessed appropriately; guidance exists for drivers; Educational Visits policy which is within the Safeguarding portfolio of policies.

Control of Substances Hazardous to Health

The responsibility for carrying out COSHH assessments will rest with the Headteacher, day to day management rests with the most appropriate person (e.g. Science Coordinator; Art coordinator) COSHH will be carried out according to the LA's guidance.

Security/Visitors to the site

All visitors will be expected to report to the main office, where they will be asked to sign the visitors' book and collect a 'Visitor' badge.

Staff are encouraged to challenge politely anyone in school they do not recognise who is not wearing either a 'Visitor' or other authentic staff badge.

Specific areas of risk

Because of the nature of some of our learners, some activities, events and situations carry a greater risk in Northumberland PRU. These will be the subjects of specific risk assessments. All such Risk Assessments will be collated in the school's H&S master file, and distributed as appropriate.

This Policy complements the LA's Health, Safety and Risk Assessment Manual and is intended to help all staff to understand how health and safety is managed in the school, and understand their personal responsibilities in regard to Health and Safety.

Approved by the Headteacher, Mr R Carr	Date: 26th September 2023
Approved by the Management Committee Chair, Mr G Reiter	Date: 16th October 2023
Last Reviewed On:	17th February 2024
Next Review Due By:	July 2024

Further advice and guidance is available from:

Health and Safety Team
County Hall
Northumberland

Useful links:

[NCC Corporate Health and Safety Team Information Portal HSE -](#)

[Advice for the Education Sector](#)

[DFE: Health and safety: responsibilities and duties for schools](#)

SECTION B

Safety Organisation

Key roles within the school are identified below:

Title	Name
Chair of Governors	Mr Graham Reiter
Vice Chair	TBC
Governor with Safety Responsibilities	Mr Graham Reiter
Headteacher	Mr Richard Carr
Deputy (or Assistant) Headteacher	Mr Richie Waters
School Safety Coordinator	Mr Richard Carr
Subject Coordinators (D&T, Science, Art, PE, Food Technology etc) and areas of responsibility, if not obvious)	D&T/Art – Mr John Bowers Food Tech – Ms Sue Ingledew PE – Mr Sam Roberts Forest School – Mr John Bowers Science – Mr Carl Addison
Coordinator - COSHH	Mr Dave Hemsley (Caretaker)
Coordinator - Manual Handling	Mr Dave Hemsley (Caretaker)
Coordinator – Fire and Emergency	Mr Richard Carr
Coordinator – First Aid	Ms Sue Ingledew
Medication Coordinator	Ms Sue Ingledew
Site Manager	Mr Dave Hemsley (Caretaker)
Kitchen Manager	Mrs Alison Brown
Educational Visit Coordinator(s) (EVC)	Ms Sue Ingledew
Designated Safeguarding Officer(s)	Mrs Karen Ayre
Membership of the Safety Management Team	Mr Richard Carr / Mr R Waters/ Mrs K Ayre / Mr G Reiter

Health and Safety Advice	NCC Corporate Health and Safety Team
Occupational Health Service	NCC Occupational Health Team

Roles and Responsibilities

(see Section D of HSM)

Further, more detailed information, regarding roles and responsibilities can be found in 'Section D - Organisation' of the HSM. [Responsibilities of additional roles in schools, such as Senior Technicians and Safety Representatives, should be added if appropriate. The roles and responsibilities of corporate services such as Occupational Health and the Corporate Health and Safety Team can also be included].

School Governors

The Chair of the governing body takes steps to discharge their responsibilities for health and safety performance in school. Details of the responsibilities of governing bodies is given in section 'E1 - Safety Management' of HSM. However, some of the principle responsibilities are given below:

- Ensure that Headteachers have made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below.
- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:
 - action allocated to individuals who are responsible for the function
 - time limits set for action
 - remedial action to deal with the problems identified
 - identification of any long term action required in order to address underlying causes of problems
- Ensuring that health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Headteacher by the County Council or enforcing authorities such as the HSE or the Fire Safety Officer.
- To provide information to NCC on Health and Safety matters when requested.
- To ensure adequate resources are given to safety issues.
- To review performance periodically.
- To ensure that safety training is given priority for both governors and staff.
- To ensure that the protocols detailed in section E3 are followed where the school is commissioning services outside of NCC.

Headteacher

(The following points are a summary; full details of roles and responsibilities can be found in Section D of HSM)

The Headteacher is responsible for the effective day-to-day management of school activities, including the safety of staff and students. Assistance in this task is provided through the delegation of specific duties to those staff who comprise the school management team, such as Deputy Heads, Department Heads and the Site Manager, where appointed.

The Headteacher, assisted by the management team, will:

Ensuring that health and safety is an integral part of the management of the school. This will include setting of objectives as part of a planned approach to full legislative compliance. Producing and updating, as necessary, a school health and safety policy document which details arrangements with respect to implementing local policies and procedures in school.

- Ensuring that all full and parttime employees under their control, including part time youth leaders and adult education tutors, carry out their work so as to avoid, so far as is reasonably practicable, risk to the health or safety of pupils, students, employees, or any member of the general public.
- Ensuring that all staff are aware of any documentation and follow any instructions or procedures issued by the County Council relating to health and safety.
- Where appropriate, nominating staff to be responsible for specific aspects of health and safety and ensuring that all staff are aware of such delegations.
- Ensuring that only appropriately qualified and experienced members of staff supervise potentially hazardous activities.
- Ensuring that there are adequate arrangements for the supervision of pupils at all appropriate times.
- Ensuring that adequate arrangements exist for the reporting of accidents, violent incidents and serious near misses and potential hazards, and that such reports are forwarded to the County Council and relevant statutory authorities (HSE).
- Ensuring that adequate arrangements exist for emergency evacuations and that all staff and pupils are aware of such arrangements.
- Ensuring that fire safety advice forwarded by the County Council is adhered to, and that all reasonable precautions are taken by staff to minimise the risk of fire. Fire Risk Assessments should also be completed.
- Procedures are in place to ensure that statutory maintenance and testing of equipment and plant is undertaken by a competent contractor (this is arranged via the Property Services Section where the school has utilised this SLA).

- Carrying out procedures to ensure that only competent contractors are brought onto school sites to carry out works (this can be done in liaison with the Council's Property Services Section where the school has utilised this SLA).
- Making adequate arrangements for the site induction of any contractor brought onto the site so that the activities do not interfere or cause a risk to the safety of staff and children on site. (in some cases this can be done in liaison with the Council's Property Services Section where the school has utilised this SLA).
- Immediately informing the County Council of any unsafe practice or condition arising from the work of a contractor on the site, which may endanger the health or safety of staff, pupils or members of the general public.
- Ensuring that all staff are fully aware of any asbestos material in the school and make arrangements to ensure that no person brought onto site is exposed to risks from asbestos. Any asbestos that is disturbed should be reported to the Asbestos Manager in the Property Services Section and staff and pupils removed from its vicinity.
- Ensuring that arrangements are in place for staff to report defects and unsafe conditions and that appropriate action is taken to remedy concerns. The Property Services Section are contacted where appropriate (when the school has utilised this SLA).
- To consult with school safety representatives on all matters that arise relating to the health, safety or welfare of staff under their control and take appropriate action in response to reports received.
- Ensuring that members of staff receive adequate health and safety information, instruction and training with respect to their work activities. To ensure that induction and any training identified as part of the risk assessment process are included.
- Ensuring that risk assessments have been completed and are regularly reviewed for all activities on site as required by health and safety legislation.
- Maintaining appropriate safety records in accordance with policy.
- Ensuring that all purchases have been assessed for suitability and compliance with the Provision and Use of Work Equipment Regulations 1998.
- Making suitable arrangements to ensure that all plant and equipment is maintained in safe and serviceable condition.
- Maintaining the routes for communication of health and safety issues, e.g. safety committees and/or safety groups. Maintaining the written communication routes for safety issues, for example distribution of notes of meetings, updating school safety policies.
- Ensuring adequate liaison with the Corporate Health and Safety Team and the Occupational Health Team, as required.

- Ensuring that health and safety standards and compliance with procedures are adequately monitored.
- Reviewing the health and safety performance of the school on a regular basis in conjunction with the school governing body. Ensuring the Safety Performance Audit for Schools is completed at least annually [available on H&S Information Portal].
- implement a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable
- implement such procedures as are necessary to comply with all health and safety legislation, in accordance with NCC guidance
- provide regular reports on significant issues and general progress to the Governing Body
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.

The Deputy Headteacher/Heads of Year

The School Management Team is assigned specific duties to assist the Head in the day-to-day management of the school and deputise for the Head during any period of absence. **School Safety Coordinator**

Whilst responsibility for health and safety on a day to basis lies with the Head teacher, they may delegate certain responsibilities to the Safety Coordinator in part or in full. In turn, the Safety Coordinator may need to involve other staff to assist them in carrying out their duties:

- To assist the Head teacher to annually review the schools Health and Safety Policy and arrangements.
- To ensure that members of staff are aware of, and have access, to the schools Health and Safety Policy.
- To ensure new or temporary staff are informed of their Health and Safety responsibilities and duties and that they are provided with the necessary information, documentation and support to allow them to carry out their duties safely.
- To liaise with the Head teacher and, where appropriate seek further advice on the implications of safety legislation, codes of practice and approved safe working procedures.
- The health and safety aspects, affecting the design and layout of new and re-organised working areas.
- The health and safety aspects of new plant, equipment and personal protective clothing.

- To ensure that periodic inspections of the premises, plant, tools, equipment and work activities are completed by departmental managers, reporting to the head teacher and other managers who have responsibilities for actioning health and safety reports.
- To coordinate the preparation and review of departmental safe working procedures, risk assessments and safety rules by managers and Subject Coordinators
- To ensure health and safety training needs identified within the above documentation and highlighted at appraisals, are included into the school's training plan.
- To liaise, where appropriate, with NCC Health and Safety Advisors, Health and Safety Executive (HSE) Inspectors, Fire Safety Officers and Environmental Health Officers.

**Heads of Department [amend as appropriate, in particular, first and primary schools may need to remove or edit this section]
(detailed information provided in Section D)**

The Health and Safety at Work Act requires all supervisors to accept responsibility for the safety of processes under their direct control. In order to achieve this objective Heads of Departments are responsible to the Headteacher, so far as is reasonably practicable, for:

- Ensuring that all members of staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous activities.
- Maintaining a permanent file of safety publications and guidance issued by the LA, or any other relevant bodies or professional associations, relevant to the subject., such as CLEAPSS, DATA, AfPE etc. They will ensure that all information is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of such staff, and added to the file, as appropriate.
- Identifying appropriate training needs, including refresher training, for their staff and liaising with the Safety Coordinator to ensure this is added to the school's training plan
- Ensuring that the curriculum of the department includes instructions in the correct and safe methods of carrying out potentially hazardous activities.
- Ensuring that the curriculum of the department does not involve staff and pupils in procedures likely to cause accidents.
- Ensuring that all equipment and machinery is maintained in safe and serviceable condition, and defective equipment not used until the necessary repairs have been carried out.
- Ensuring that competent members of staff carry out (and review) risk assessments for all the activities within their control. These assessments

should cover general risks as well as the specific risks involved with the teaching and supervision of children. Consideration should be given to the use of hazardous substances, provision of personal protective equipment and selection of work equipment.

- Ensuring that any best practice guidance available in relation to activities undertaken is adhered to e.g. CLEAPSS, AfPE, DATA. They will make appropriate arrangements for the periodic monitoring of safety standards, arrangements and progress towards identified objectives. Where relevant and appropriate to the subject, CLEAPSS advisory service audits will be utilised. They will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.
- Ensuring that all members of staff under his/her control adhere to all relevant aspects of the Safety Policy. Write and maintain a separate safety policy in respect
- Reporting all potential hazards to health or safety and all accidents to the Headteacher.
- Identify clear short and long term priorities of the Department/Subject with regard to health and safety and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements
- Assist in the fostering of a positive safety culture within their subject area.

Kitchen Manager

All catering at Northumberland PRU is provided by the school, supported by the NCC School Meal's team. Northumberland PRU is responsible in respect of training, provision of PPE, completion of risk assessments, equipment maintenance etc.

The Kitchen Manager is directly responsible to the Headteacher for the safe organisation and work of the school kitchen, for reporting accidents and near misses, defects to the building or kitchen equipment and any other relevant matter to the Headteacher.

It is the responsibility of the governing body to develop appropriate procedures to maintain effective Health and Safety compliance.

Site Managers, Caretakers and Cleaners in Charge

Site management arrangements are provided by the school, with support from Facilities Services. Northumberland PRU is responsible for training, provision of PPE, completion of risk assessments, equipment maintenance etc.

The caretaker is responsible to the Headteacher for the safe organisation and work of the service, and, as Head of a 'Service Department', for fulfilling all those functions listed under 'Head of Department', with respect to caretaking and cleaning staff.

These staff are responsible for reporting accidents, defects to the building or their equipment, and any other relevant matters to the Headteacher.

All Staff

All staff have a duty to take reasonable care of themselves and other persons who may be affected by their acts or omissions at work. Individuals also have a duty to cooperate with managers in order that the employer can fulfil its statutory duties. The Health and Safety at Work Act also makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to use all materials, equipment and facilities in accordance with the information, instruction and training which they have received. Furthermore, staff must observe site safety rules and all instructions on health and safety issued by the Headteacher, Subject Coordinator or any other person delegated to be responsible for a relevant aspect of safety. Individuals must also assist Officers of the County Council and Inspectors of the Health and Safety Executive in their inspections and investigations

Staff must report immediately to their line manager any:

- serious and immediate danger to health and safety, including any defects relating to facilities or equipment
- matter which they, taking into account their instruction and training, would reasonably consider represents a shortcoming in the protective arrangements for health and safety
- accident, near miss, violent incident or hazard, ensuring that an appropriate report form is completed

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff in an emergency situation.
- Not willfully misuse, neglect or interfere with things provided for their health and safety

SECTION C

Arrangements

The Management of Health and Safety

(Statement of Policy and E1 of HSM)

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted. This policy is based on the Health and Safety Executive (HSE) model “Managing for Health and Safety” contained in their document HSG-65 (2013) based on the principle of “Plan, Do, Check, Act”.

The general arrangements are detailed in the Statement of Policy. Detailed arrangements and responsibilities of schools are provided in section E1 of the HSM and applied as appropriate. The Headteacher, School Management Team and Governors are aware of the content of section E1 and the arrangements for fulfilling these duties are documented within this policy.

Meetings of the Safety Management Team

Purpose of Meetings:

- To direct and coordinate the necessary planning for health and safety, and to draft the School’s Safety Policy
- To review, prioritise and direct safety initiatives arising from:
 - plans submitted by departments and/or coordinators
 - reports concerning safety inspections, accident, near miss and violent incident reports and other means of monitoring performance
 - new information or guidance received from the County Council, enforcing authorities or consultants
- To audit all parts of the safety management system on an ongoing basis. Ensuring periodic site inspections take place and are recorded. That the Safety Performance Audit for schools is completed on a least an annual basis and the findings reported to Governing Body meetings.

Frequency of Meetings

The frequency of meetings is determined by the size and complexity of the school and number of issues to be dealt with; it is set by the Headteacher. Additional meetings should take place after serious incidents or where necessary. *(Details to be inserted by the school).*

General Arrangements

The arrangements set out in Sections E to L of the *HSM* remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, identify responsible individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the *HSM* that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are reviewed so as to remain fully up to date.

Accidents, Near Misses, Violent Incidents

(Section F1 and F2 of HSM) (The school should modify the information below to reflect their local arrangements, however, NCC corporate reporting requirements for incidents should be followed)

Accident Procedure

- In the event of an accident any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person. A message must be sent to the school office as an urgent action. An assessment of the injury should be made by the first aider at the earliest opportunity.

Should an ambulance be required it is usually summoned from the main office. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance by calling 999. In this case, again, a message should be sent to the main office as soon as possible to allow plans to be made to meet the ambulance.

- In the event of serious injury or ill health to a student, the parent (or emergency contact) should be contacted immediately using the contact numbers held in the main office. A request to collect their child to take home or to hospital should be made, as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contacts are not available.*
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany them, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion, it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital personnel will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

Violent incidents

The school follow the guidance in section F2 of the H&S manual in respect of arrangements in place to manage the risk of violence. Violent incidents are investigated in the same way as accidents and near misses.

Where an incident involves a pupil, appropriate action is taken as needed. This may include the development of an individual risk assessment which considers the risk from violence and appropriate control measures. Other actions may include seeking support from various professionals, a review of a behavioural support plan, consequences for the pupil, reviewing staff training needs and provision of wellbeing support to staff.

The overall risk from violence is considered in a school policy/risk assessment, which records the general arrangements in place to mitigate the risk.

Record Keeping

Accident, Near Miss, Violent Incident Logging (ANVIL) System

- In the case of pupil incidents, an ANVIL report should be completed for all incidents resulting in significant injury such as sprains, strains, lacerations, fractures, injuries to the head and any other unusual injuries. It is important that the member of staff supervising at the time of the incident assists in recording the details accurately.
- ALL incidents involving staff or visitors must be recorded on ANVIL. There are no exceptions to this. Reports of staff incidents should be completed by the relevant line manager; if the report is completed by another member of staff then the form should be viewed and authorised by the line manager. It is important that actions to prevent recurrence are always recorded and any required actions implemented. *The injured person should not complete the form.*
- In all cases, the ANVIL report form must be submitted to the Headteacher or authorised senior officer for approval prior to the form being submitted to the Corporate Health and Safety Team.

School Accident Book/Form

- In the case of insignificant or minor injuries to pupils the school records details of the injury and treatment rendered in the school's own accident book. In order to comply with the requirements of the Data Protection Act only one record per page should be completed. Each record should be detached on completion and kept in the school office. It is important that treatment rendered by the first aider is recorded.

The Safety Coordinator or Headteacher/senior member of staff and Safety Management Team monitors records to identify accident trends.

Record retention

ANVIL records involving staff/adults are retained centrally by NCC Health and Safety Team for 5 years from the date of the incident. Those involving children and young people (where they are the person assaulted) are kept until they reach the age of 18 plus 3 years (21 years of age). Where the age is unknown or not provided, records are retained for 21 years from the date of the incident.

After these dates, records held on ANVIL are anonymised but retained for statistical reasons.

The school considers the above retention periods in respect of any documents they hold relating to an accident or violent incident (including risk assessments, witness statements etc) and refer to the government guidance on record retention: [Data protection in schools - Data retention - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/data-protection-in-schools-data-retention-guidance) [add school specific information or link to data retention policy]

Accident Investigation

The Safety Coordinator should advise staff on the appropriate level of response.

A senior member of staff will undertake an investigation using form ACC2, take witness statements and photographs of the scene, if the incident is serious, complex or one which may have serious repercussions.

In the most serious cases the school will contact a Health and Safety Advisor. If appropriate, they will undertake a full accident investigation and take photographs and witness statements.

Reportable Injuries

The Health and Safety Executive (HSE) will be notified by [name of person] of an incident immediately in the following circumstances:

- Death or 'specified injuries' in respect of employees
- Death of a pupil
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries to students or non-employees, **arising out of or in connection with work activities**, where the injured person is taken directly to hospital from the scene of the incident and receives treatment.

[School specific guidance provided by the HSE](#) is considered when deciding if an incident is reportable to the HSE. Further advice is sought from the Health and Safety Team, where required, prior to reporting.

In the case of injuries to employees resulting in an over-seven days' absence from work, these are reported to the HSE within 15 working days. This should be done using the information about the incident recorded on the ANVIL e-form.

All notifiable incidents can be reported to the HSE via their on-line reporting system.

First Aid Arrangements (Section F3 of HSM)

- A member of staff, [Sue Ingledew] has been nominated to act as first aid coordinator. They, with support from the Safety Coordinator have completed a first aid needs analysis to determine the number of first aiders needed and the level of training required. This is completed in line with [guidance from the HSE](#). The coordinator is responsible for ordering items and replenishing first aid boxes and ensuring that certificates remain current.
- [In High Schools at least two members of staff should be trained to the full First Aid at Work standard and staff in practical areas (PE, Science, Design & Technology) trained to at least the emergency aid level. The position should be monitored to take account of staff turnover.
- First aid boxes are located in the main office, the staff room and in the science prep room, gym and Design & Technology classroom. *(Alter as necessary - larger schools will require more boxes)*
- A medical room is available; supervision of this facility is considered. In more serious cases the child should be transferred to the care of parents as soon as possible
- Other relevant arrangements or need for information may include:
 - arrangements for first aid training/emergency aid training
 - arrangements for community association activities
 - arrangements for parties on off site visits
- *The names of first aiders should be entered below:*

Health Matters

Policy on Supporting Pupils with Medical Conditions

- The Governing Body has a legal duty to ensure the school has a suitable policy in place [link to policy] which is reviewed. The means of identifying students' medical needs should be established:
 - in the school's prospectus
 - by writing letters to parents
 - on intake forms which require parents to identify medical needs

- Staff only administer prescribed medication with the agreement of the Headteacher and only when a parental consent form has been completed. The medication is only administered during school hours where this is unavoidable.
- Arrangements have been made for the storage of medication in school in a secure cabinet, [enter location - usually in the main office or medical room]. The exception to this is emergency medication, such as asthma inhalers or auto injector pens, which are not locked away.
- Medication is suitably labelled with details of name and dosage.
- All staff should know the location of students' health care plans, where they exist for more serious conditions. The arrangements for updating them should be agreed. First aiders should have a comprehensive list of a student's medical requirements. Medical input to the individual health care plans should be sought from the School Nurse Service.
- Arrangements have been made to train staff, particularly to recognise and deal with anaphylaxis, asthma, diabetes and epilepsy.
- Administration of non-prescribed Paracetamol tablets (500 mg) is kept to a minimum, though it is permissible in certain circumstances, such as period pains and migraine. The following will still be required:
 - Parental consent
 - Record of issue
 - Details of any allergies

Infection Prevention and Control

The school is committed to safeguarding the health of pupils, staff and visitors by introducing measures that help reduce the spread of infection amongst the school community, thereby helping protect the wider community. The following arrangements are in place:

- The risk of infection is considered in activity-based risk assessments, ranging from carrying out personal care activities to forest school activities.
- A risk assessment covering respiratory infection (including COVID-19). [see [model risk assessment](#)]
- Staff and parents/pupils are reminded to stay away from school if they are unwell, in particular if they have a high temperature, fever or sickness/diarrhoea. Staff and pupils should stay off work until they have symptom free for 48 hours following diarrhoea/sickness
- Posters are displayed reminding site users of the infection control precautions in place.
- Separate wash hand basins with liquid soap, warm water and paper towels/hand dryers are provided throughout the school to allow regular hand washing.
- Hand sanitiser is available at strategic points throughout the school Hand sanitiser is not recommended for gastrointestinal illness, Soap and water should be used in this scenario

- A documented cleaning regime is in place. Cleaning of frequently touched points, such as door handles is prioritised.
- Staff receive general awareness training in respect of infection prevention and control procedures and also in respect of the specific arrangements in place at the school.

The school follow the UK Health Security Agency (UKHSA) guidance on [Health protection in children and young people settings, including education](#) which includes advice in relation to managing specific infectious diseases, including any required exclusion periods for pupils or staff. It also provides advice to take in the event of an outbreak and where necessary the school will contact the UKHSA North East Health Protection Team on 0300 303 8596 for advice when an outbreak is suspected. Communications to parents regarding outbreaks will be considered under the direction of the HPT, who will advise on the content. The Northumberland County Council Infection Control Policy is referred to which provides further information on general infection control procedures and documents the Local Authority arrangements for the Proper Officer role (who receives reports of notifiable diseases – this role is currently carried out by the UKHSA Health Protection Team Director).

Contingency planning in respect of significant public health incidents is included in the school's Emergency Plan [signpost to school's plan] [see [Emergency planning and response for education, childcare, and children's social care settings](#)]

Staff Health (including stress management)

(Section K1 of HSM)

Schools should note the content of section K1 'Health' of the HSM, which signposts to health related policies, and include their own arrangements for complying with these.

Building, Site Maintenance and Commissioning Services

(Section E3, G3, H3, J1, J2 of HSM)

- Site safety inspections are carried out on a regular basis and findings documented.
- The Headteacher is in charge of the maintenance of the school site and its buildings. All staff have a responsibility to notify the Caretaker of any defects they find via the defect reporting book (*add local arrangements to do this here*). The Caretaker is responsible for arranging repairs, either directly via a contractor or by reporting defects to NCC Property Services Help Desk (*for those schools which utilise this SLA*). The Property Help Desk can be reached by telephoning 01670 624843 or by using their on-line portal. The need for emergency repairs should be notified in the same manner. This will enable Property Services to prioritise and assign workloads accordingly and will allow requests for work to be traceable.
- The School has developed a contractors induction pack (*model available on health and safety team information portal*) and an HSC1 form is completed to record the essential exchange of H&S information between the school, as client under the CDM Regulations, and the contractor in relation to works to be

undertaken. A copy of the asbestos survey for the site is kept in the school reception area and shown to all contractors. The Caretaker [detail who this if not the Caretaker] is responsible for liaison with Property Services staff (where appropriate) and contractors in order to coordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 form, when required. The school's consistent application of HSC1 and N1 processes is essential in ensuring that are asbestos in-situ is not disturbed. **(HSM: J2)**

- [NCC maintained schools] Where the school commissions services independently of Property Services, we will ensure that the protocols detailed in section E3 are implemented. **In particular, construction or invasive maintenance work will not commence unless an N1 form** has been completed by the school and approved by Property Services. Additionally, the headteacher is fully aware of ongoing Duty Holder responsibilities to ensure arrangements are adequate and any essential remedial actions highlighted are dealt with appropriately. **(HSM: J1)**

Maintenance and Testing of Equipment

(Section E1, G1 of HSM)

With regard to the above, appropriate arrangements need to be in place and person(s) identified to ensure that:

- internal school procedures are established and followed
- liaison with the County Council and contractors takes place
- full records relating to statutory testing are maintained. These will include:
 - Annual safety tests of 240v portable electrical appliances **(L4 of HSM)**
 - 5 yearly fixed wiring inspection **(L4 of HSM)**
 - Fire safety checks **(Section 5 of the Fire Log Book)**
 - Water hygiene test **(H8 of HSM)**

RCD testing will also be carried out and the results recorded.

[NCC maintained schools only] The school will ensure that the specification for any alternative statutory inspection and testing services is comparable to services provided by Property Services. The school will cooperate and provide evidence of this to NCC Property Services on request.

Fire Safety and Emergencies

(Fire Log Book)

- The Headteacher is the responsible person in respect of the duties under the Regulatory Reform Fire Safety Order (RRO), supported by the Fire and Emergency Coordinator and Caretaker. The Headteacher is responsible for arranging for the fire risk assessment in section 4 of the Fire Log Book to be completed for each building. This is reviewed when needed, and at least annually. Several parties [add details] are involved in the completion of this task

- The Fire and Emergency Coordinator (nominated by the Headteacher) is responsible for devising and coordinating fire drills and ensuring record keeping in the Fire Log Book is kept up to date, such as fire drills and fire alarm tests [section 5 of the Fire Log Book]. Any actions identified during fire checks are prioritised for immediate resolution.
- Fire drills take place each term, including one at the start of each academic year. Staff are trained in the emergency evacuation arrangements in place, with refresher training taking place every six months. Specified staff receive more in depth training in fire safety e.g fire warden training. These are [add names]
- The following arrangements for fire precautions are in place to ensure that:
 - [maintained/VA/Foundation schools] An N1 form is completed prior to any construction activities or invasive works taking place.
 - The contractors induction pack and use of the HSC1 form is used to control contractor activities to ensure fire safety arrangements are not compromised. Where necessary, a contractor may need to carry out a separate risk assessment in respect of maintaining safe escape routes.
 - The compartmentation of the building is not compromised by these activities. Any invasive works which compromises the fire wall/break is made good by the contractor and checks take place to ensure this happens.
 - Fire doors are maintained in good condition and never wedged open. Under no circumstances are fire doors removed
 - Flammable liquids are stored in a flamm chest or locked metal cupboard
 - Waste materials are collected daily and are stored in a locked area until collection by the Council
 - Electrical equipment not in use is always isolated from the mains.
- Issues arising out of inspections undertaken by the NCC Fire Safety Officer are actioned quickly.

The school has an Emergency Plan in place which includes arrangements for issues such as outbreaks of infectious diseases, lockdown protocols, adverse weather conditions etc. [signpost to school's policy]. This is updated and reviewed periodically and also following any incidents to ensure lessons learnt are incorporated.

Safeguarding, Security and Traffic Management

A separate safeguarding and security pack (*available on the Corporate Health and Safety Team information portal*) has been completed detailing specific school arrangements.

Most schools have security systems in place including fence lines, locks and door access systems which afford authorised access only and allow movement between different parts of buildings at specific times. In addition, many schools have adopted signing in systems and issue visitors' badges to authorised visitors.

All vehicle movements on site, including school transport arrangements for pupils, have been subject to a detailed risk assessment.

All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the school central register. Trained Designated Safeguarding Officers are available within school.

Such measures enables the school to be secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings.

(School to add specific details and develop its own risk assessment).

Risk Assessment

(Section E6 of HSM)

A written assessment of all activities that involve a significant risk to health or safety has been produced, in which the hazards, risks and necessary precautions are identified. [The Corporate Health and Safety Team provides further guidance and several generic assessments are available to schools via the Corporate Health and Safety portal]. Once completed, a periodic review of risk assessments will be undertaken to check they remain valid. A review may also be needed following an accident or when the activity changes. An index of all risk assessments should be developed for easy retrieval and review.

With regard to teaching, in many cases standard national texts and model risk assessments are provided by organisations such as CLEAPSS, AfPE and DATA. Where relevant these have been adopted, adapted and implemented.

Where appropriate, the precautions detailed in the risk assessment have been transcribed into relevant working documents, such as a lesson plans or worksheets.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where 'haz-cards' are provided by CLEAPSS for Science chemicals). Risk assessments should also be completed for activities involving these hazardous chemicals. Further information is contained within the COSHH section of the HSM
(Section H1)

(The names of person(s) coordinating and maintaining records of risk assessments should be inserted by school).

Manual Handling

(Section L1 of HSM)

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

Manual handling training is provided to staff where appropriate.

Display Screen Equipment **(Section L2 of HSM)**

Staff who are using computer workstations regularly and for a significant part of their working day (defined as 'computer users') should be provided with a suitable

workstation which is ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

All defined 'computer users' should complete a self-assessment of their workstation which is then passed to a trained workstation assessor to be verified [some school may have a DSE assessor who carried these out – delete as appropriate]. Each school should have at least one member of staff who is suitably trained in carrying out DSE workstation assessments and advising on basic ergonomic solutions where health issues have been identified via the self-assessment route. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

The cost of reimbursement of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, is delegated to schools.

Machinery and Work Equipment

(Section G1 of HSM)

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order, usually by a specialist contract via an SLA or other such contract.

Educational Visits

Schools and staff retain the responsibility to ensure that pupils are safe in school and when undertaking out of school activities. The risk management to keep them safe should be proportionate to the nature of the activities. Staff should be able to take pupils on exciting school trips that broaden their horizons.

The school policy for educational visits (*insert details*) sets out the roles, responsibilities, and the arrangements to achieve the above. This is underpinned by the Employer Policy, the NCC Health and Safety code of Practice for Offsite Educational Visits, Outdoor Learning and Adventurous Activities and National Guidance provided by the [Outdoor Education Advisers Panel](#). Visit Leaders, Educational Visit Coordinators and Head Teachers/Senior Managers are to work within the parameters of the above policy guidance. Further competent advice, guidance and training is obtained from the Employer via the Corporate Health and Safety team.

All school visits are planned by a competent Visit Leader. The details relating to the planning process are entered into the County Council's Evolve system. These details are then checked by the appointed School's Educational Visits Coordinator (EVC) who has undertaken the County Council's recognised training course.

The EVC must ensure that suitable and sufficient risk assessments are in place and a complete Evolve submission has been made for Category 0, Category 1 and Category 2 visits. Additionally, the EVC should ensure that members of staff are aware of, and have access to the County Council's Code of Practice for Off-Site Educational Visits.

Where necessary, advice is to be sought from the County Council's Health and Safety Adviser (Educational Visits).

All Category 0 and 1 visits must be approved by the Headteacher.

In the case of Category 2 visits, following approval by the Headteacher, the school's submission is assessed by the Health and Safety Advisor (Educational Visits) before final approval is made for the visit to go ahead.

Category 0, Category 1 and Category 2 visits must not proceed unless these approvals have been provided.

The school has its own policy on Off-Site Educational visits, a copy of which has been uploaded onto Evolve.

Outdoor Play Equipment and PE Equipment

(Section G5 of HSM, model play risk assessment on H&S portal)

A risk assessment covering play activities and use of play equipment is in place and shared with staff. The school play equipment is checked regularly by school staff and inspected at least annually by a competent contractor [add school arrangement for this - either via SLA with NCC or arranged independently by the school]. Written records of these inspections are maintained.

Any actions identified in the annual Play Equipment Inspection report are initiated immediately. Where necessary, equipment is taken out of use temporarily until repairs are completed.

Further details about outdoor play equipment can be found in section G5 of the HSM. This guidance should be followed when planning the installation of any new equipment. An independent commissioning inspection should be undertaken prior to the equipment being brought into use.

Likewise, similar arrangements are in place for the inspection and maintenance of PE/Gym equipment. A contract is in place with a qualified contractor to undertake a formal inspection of this equipment.

Information and Training

(Section E2 of HSM)

Staff are provided with appropriate information and training to enable them to undertake and supervise school activities in a safe manner and to comply with best practice or statutory training requirement. Examples of such activities include first aid, fire safety, food handling and preparation, working at height, the safe use of substances, machines and other items of work equipment. Training requirements for staff are identified via a training needs analysis which is carried out by [xx add details]. This also considers any specialist safety training requirements, such as those for staff in Design and Technology and Science.

Training needs are prioritised in an annual training plan and costed to allow appropriate allocation of the school's training budget.

Personal Protective Equipment (PPE) **(Section L7 of HSM)**

Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use. The cost of all PPE is covered by the school.

Advice on the selection of PPE is available from the Corporate Health and Safety Team or via CLEAPPS in respect of science and D&T activities.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement. A suitable storage area/locker is provided/

Respiratory protective equipment (RPE) is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE is used, provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

Subject Areas

Each subject area within the school may have health and safety arrangements that are unique. Where appropriate, Subject Coordinators may submit a summary of key issues and procedures for inclusion in the School Safety Policy. Topics may include:

- How safety is planned and managed within the Department
- Where safety information is filed
- Special safety rules and training requirements
- Responsibilities of certain individuals with regard to safety tasks or functions
- Liaison with regard to safety tests and inspections
- Maintenance of plant and equipment
- Provision of protective equipment

Those subject areas which involve a higher degree of risk, such as D&T and Science, require their own health and safety policy. In certain cases, CLEAPSS provides standardised documentation which may be adapted by the school. [ensure you link to those separate from here]

CLEAPSS Model policies which can be adapted

Design and Technology - [Model D&T Safety Policy and other documentation](#)

