

Burlington Junior School

Shaping Positive Futures



Achieving Our Full Potential

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Health & Safety Management Arrangements Policy

Contact details

Email:- burlington.juniors@eastriding.gov.uk

Telephone:- 01262 674487

We recognise the benefits that effective management of health and safety brings to our school and adopt a risk aware, not risk averse, approach. To support this, we will ensure that sufficient time and resource is in place to effectively identify and manage significant hazards associated with our activities.

It is our commitment to safeguard the health, safety and wellbeing of our staff, pupils, and members of the public and provide a safe and effective learning and working environment we will:

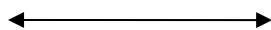
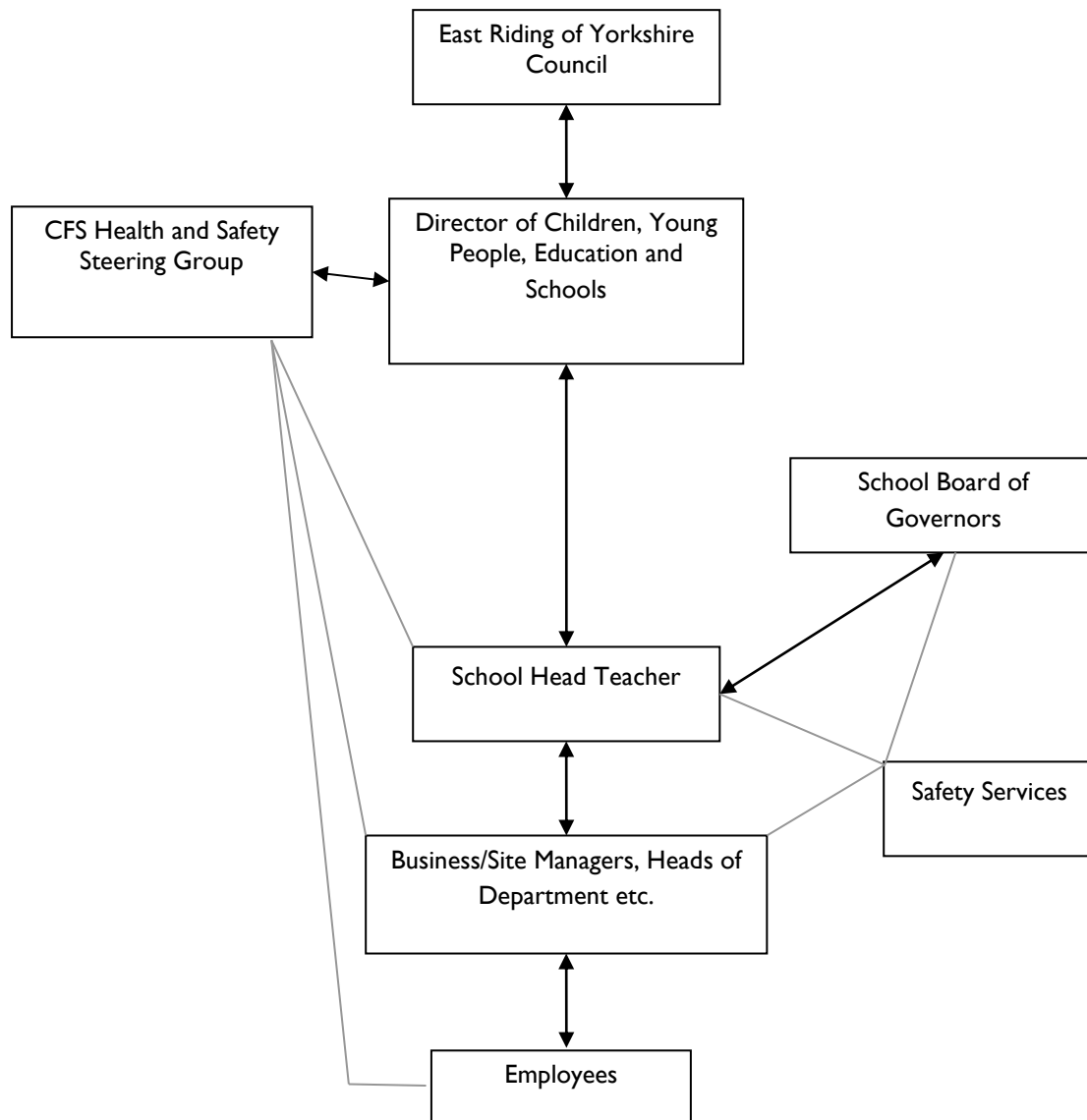
- Promote a positive culture in relation to health, safety and wellbeing
- Ensure clear roles and responsibilities for effective management of health, safety and wellbeing are assigned
- Communicate and consult with staff and, where appropriate, their recognised representatives.

The success of our health and safety management system and positive culture relies on the full involvement and cooperation of all.

With our governing body we will review these arrangements regularly, not less than every two years, and we will bring them to the attention of all staff.

Organisation for Safety

Lines of Responsibility.



Lines of authority/accountability

Available lines of guidance & support

Roles and Responsibilities

School Governors

School Governing Bodies are responsible for ensuring schools have in place effective management arrangements in place for health, safety, and wellbeing.

In all cases the governing body will ensure: -

- The school have identified, documented, and communicated health and safety management arrangements specific to their individual school.
- That hazards and risks are assessed, and that significant hazards and risks are recorded in a risk assessment.
- The wellbeing of the Headteacher and all members of staff remains a high priority
- That an annual audit of the school's health and safety management system is completed.

Headteachers

Headteachers, accountable to the governing body, are responsible for achieving implementation of the Corporate Health and Safety Policy. To achieve this, Headteachers must:

- (a) Ensure that all health and safety matters within the school are effectively managed;
- (b) Produce, monitor, review and report progress on significant health and safety issues to the board of governors.
- (c) Arrange for appropriate consultation with employees in the workplace to ensure that suitable methods are adopted for promoting health and safety at work and provide arrangements for the participation of employees in the development of such measures.
- (d) Ensure all new employees, volunteers, work experience placements or regular visitors to the school receive a suitable and sufficient safety induction and that training needs are identified and fulfilled
- (e) Ensure the health wellbeing of all staff remains a high priority and consider individual needs which may require reasonable adjustments to undertake work activities.
- (f) Ensure that suitable and sufficient risk assessments are in place, reviewed and implemented and that safe systems of work and procedures are communicated to all relevant individuals.

Ensure appropriate equipment, tools and protective equipment is provided, maintained and inspected to enable work to be done safely, and that it is maintained in a safe condition, through regular monitoring and inspection, including the recording of any periodic servicing and testing of systems and equipment.

- (g) Ensure regular, programmed health and safety inspections take place within their school and systems are established to document and manage reported health and safety defects or hazards, with remedial action taken where necessary
- (h) Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure.
- (i) Ensure that arrangements are in place to manage health and safety on educational visits, including competent staff and suitable risk assessments being completed in line with the schools own Educational Visits Policy.
- (j) Ensure that statutory inspection and maintenance programmes are in place, such as fire systems, water systems or asbestos management.
- (k) Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

Burlington Junior School has reviewed its arrangements and have delegated duties to a number of individuals.

These individuals are responsible, and will be held accountable, for achieving compliance with their delegated duties as stated within this document.

School Business Manager/Admin Officer – Mary Dearing

- Devising risk assessments – SBM
- Participating and recording the findings of the site health and safety inspections – SBM, Caretaker, Governor
- Programming an annual audit to be completed by the health and safety governor – SBM, HT
- Completing and recording the safety induction – HT.
- Coordinating completion of the DSE – SBM
- Assessments for identified individuals – HT, DHT, AHT, SBM.
- Coordinating repairs and other remedial works required and monitoring progress – Caretaker, SBM.
- Identification of training needs and arranging for training needs to be fulfilled and monitored – SBM, HT,

- Coordinating accident reporting and investigation in line with council procedures – SBM/admin team

Site Manager/Caretaker

Maintaining a safe site

- Completing and recording a daily, visual safety check within the school;
- Completing and recording statutory fire inspections.
- Securing the school.
- Completing and recording of site management actions in respect of water hygiene.
- Completing and recording asbestos condition monitoring.
- Supporting in the completion of risk assessments applicable to their work activities.
- Ensuring hazardous substances are managed in line with product safety data sheets and COSHH assessments where necessary.
- Monitor the safe working practices of cleaning staff

School Department Heads/Curriculum Leads

- Ensuring that curriculum specific risk assessments are completed and shared with relevant staff –HT.
- Ensuring that a programme of inspection within their work area(s) is in place, completed and recorded - .
- Ensuring that hazardous substances used as part of curriculum and work activities are stored, handled and used safely and that the headteacher is aware of all substances on site -.
- Ensuring that training needs of their departmental staff are identified, fulfilled and monitored - .
- Ensuring a Radiation Protection Supervisor is appointed, and local rules are in place, monitored and complied with (note applicable to secondary schools only)

Other Duty Holders

Headteacher – Alison Beckett
School Business Manager – Mary Dearing
Caretaker – Terry Wollerton
First Aid Co-Ordinator – Alison Beckett, Mary Dearing
School Cook – Andrea Tranmer
Cleaning Supervisor – Terry Wollerton
SENCO head – Sarah Sanderson
PE lead – Kerry Christlow
Senior Midday Supervisor – Sue Robson, Mary Dearing
Science lead – Joanne Mawer
Art lead – Leanne Parcell
Behaviour lead – Claire Whalley
Pastoral lead – Brenda McGain Harding
D&T – Abigail Collins

Employees

Staff are expected to co-operate in achieving a positive culture ensuring health and safety and wellbeing is embedded within our core functions and service delivery.

Staff are reminded that they are responsible for playing their part in looking after their own health and safety and that of others who may be affected by their individual actions.

Staff are expected to:

- (a) Carry out assigned tasks and duties in accordance with the information, instruction and training given, following risk assessments and safe systems of work.
- (b) Not to interfere with, or intentionally or recklessly misuse anything provided in the interests of health, safety, or wellbeing, or do anything likely to endanger themselves or others.
- (c) Use work equipment provided for its intended use only, ensuring that damaged faulty equipment is not used and is reported.
- (d) Co-operate with Managers on all matters of health and safety including identifying any training needs.
- (e) Report all accidents and incidents including any unsafe practices or conditions.

Arrangements for the Management of Health & Safety Policy and Guidance

School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

These arrangements should be read in conjunction with those contained in the Corporate ERYC Health and Safety Policy.

Health & Safety Advice

Advice is available from ERYC Safety Services and, in addition to visits, e mail and telephone advice, a range of guidance documents and resources are available on [HERE](#) for Schools under the People Services and H&S Resources page.

Consultation on Health, Safety and Wellbeing

The school will:

- Consult with employees about matters affecting their health, safety, and wellbeing,

- Ensure that health and safety is a standing item on all team and management meetings,
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations, form a school Health and Safety Committee.

Training

All employees, including temporary and **agency employees** will receive,

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work. It will include:
 - Emergency procedures
 - First aid arrangements
 - Accident reporting
 - Hazard/safety issue reporting
 - Location of policy, guidelines and other relevant documents
 - Relevant risk assessments and safe systems of work
 - Smoking restrictions
 - A tour of the premises/site
 - Other relevant information
- Competency based training – relevant to the individual's role and development needs will be identified by managers and headteachers and delivered by the most efficient means, e.g. specialist courses or local in-house team discussions.

Records of competencies, skills and training will be kept for management and monitoring purposes, including the record of induction.

Employees are expected to attend training courses and refresher training as requested.

Audits

The school governors and headteacher are expected to ensure that the school's health and safety management systems and records are audited once per year to identify any areas for improvement. An action plan will then be prepared by the headteacher in consultation with relevant staff to address the areas highlighted, and progress against the action plan will be reported to the governing body.

Inspections

Periodic health and safety inspections (including fire safety) will be carried out by the headteacher or those delegated with the task. The frequency of inspection may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once per term.

Results of inspections, including any remedial actions, will be recorded.

All staff are expected to report any hazards or defects promptly to ensure that swift action can be taken.

A record of hazards and defects identified will be recorded to monitor progress on remedial action and support in identifying trends.

Risk Assessments

All school activities will be subject to a risk assessment and, where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

Specific assessments will be completed as required, including assessments for new and expectant mothers as soon as the school have received notification and Display Screen and Workstation Assessments for identified individuals.

The school will endeavour to use non-hazardous substances as part of its work activities wherever possible. However, the school will ensure that an inventory of all substances is maintained and that appropriate safe systems of work are documented and shared with all relevant staff where necessary. All substances will be stored securely and only used by authorised persons.

Risk assessments will be reviewed annually or earlier in the event of an accident, incident or near miss; due to a change in work activity, environment or equipment; or following staff feedback.

Staff are expected to support in the completion of risk assessments relevant to their work activities.

Educational Visits

The school will ensure that a robust procedure is in place for the management of outdoor learning and educational visits.

The school will have in place specific arrangements to ensure safety is paramount when facilitating such learning experiences, including:

- Appointment of an Educational Visits Coordinator.
- Ensuring that all staff who organise and lead visits are familiar with the LA Visits Guidance, and that they are suitably trained and competent.
- Ensuring that the school has its own, up to date Educational Visits Policy and that this is brought to the attention of all relevant staff.

Health Surveillance

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work-related adverse effects from their employment at our school.

Fire and Other Emergency Procedures

The school will ensure that a fire risk assessment is completed, thereby ensuring that sufficient management arrangements are in place that the risk of fire is managed so far as is reasonably practicable.

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

Personal Emergency Evacuation Plans where assistance or support may be required in the event of an emergency evacuation will be completed and recorded and shared with relevant staff.

Accidents, Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE).

It is essential that the guidance from Safety Services is followed in a timely manner so that accidents, particularly those which resulted in (or had the potential to result in) a serious injury or lost time, are recorded, investigated and reported to the HSE where necessary.

All staff are encouraged to report all accidents, incidents of verbal or physical abuse, and near misses promptly so that the school can identify and implements measures to prevent reoccurrence.

Within our school accidents are reported using the following process:

1. Complete Accident Record
2. Ensure that Alison Beckett or Mary Dearing is made aware of the accident as soon as possible to determine whether or not the council's online incident reporting form is required
3. The accident should be investigated and the findings of any short-term action must be recorded.

The school will ensure that accident trends are monitored on a regular basis.

Administration of Medication

The school will have in place suitable arrangements to support children who have medical conditions in school. Arrangements will be in line with the Managing Medical Conditions at School for both prescribed and non-prescribed medication.

The school will have in place an Administration of Medications Policy, which outlines the expectations of parents and the school's arrangements both within the school environment and educational visits.

Where necessary the school will consult with the appropriate services to prepare individual health care plans.

Specific training needs will be identified and fulfilled by nominated staff.

Sun cream, unless specifically prescribed, is not considered a 'medication' and therefore the school will consider and manage the risk associated with exposure to the sun as part of their overall risk assessment process.

First Aid

The school will undertake an assessment of first aid needs and ensure that there is adequate first aid provision in terms of number of staff trained; the level of training, stock provision and emergency arrangements.

A First Aid Coordinator will be appointed to ensure provision remains sufficient.

Records of first aid treatment provided at our school will be maintained and monitored.

See First Aid Policy

Employment of Young or Vulnerable People

Risk assessments are completed, and specific arrangements are put in place where we employ young people under the age of 18 or vulnerable people where additional needs have been identified as requiring reasonable adjustment to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

Premises and Equipment Inspection, Maintenance and Servicing

Where relevant, the school headteacher will ensure that appropriate management arrangements are in place to maintain premises, equipment and systems in a safe condition. This includes lifting equipment, asbestos, water hygiene, fire safety systems, etc.

Contractors and Self-Help Maintenance or Construction

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged. Contractors must be provided with a site induction, particularly when working during school hours, to include safety and safeguarding requirements and arrangements.

School staff must raise any concerns about contractor safe working practices immediately. If it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all relevant permissions being granted (internal, planning, building control, etc.) before the activity commences.

Such projects must comply with the Construction, Design and Management Regulations which places duties on clients (the school), designers, contractors etc.

The 'Schools Construction Management Self-Help' Form must be submitted to Safety Services if the school has opted to arrange works independently of the councils Infrastructure and Facilities SLA.

Safeguarding and Security

In line with Keeping Children Safe in Education (KCSIE) the school will have in place measures to safeguard young people, vulnerable individuals, and visitors including

- A policy.
- Security measures.
- Vulnerable areas that are well supervised.
- Appropriate recruitment, disclose and barring checks.
- Visitor signing in and identification arrangements.