



# Southern Education Trust

## Health and Safety Policy Broadstone First School



<b>Review Body/Role: Trust Board</b>	<b>Date: November 2025</b>
<b>Review Date: Autumn 2026</b>	<b>Review Frequency: Annually</b>
Please note that this policy is one of the suite of SET Policies for Local Governing Boards to acknowledge.	

## Contents:

### Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Training and first aid
4. Contacting the emergency services
5. Accident reporting and investigation
6. Active monitoring system
7. Risk assessment
8. Slips and trips
9. Fire safety
10. Sharps
11. Evacuation, invacuation, lockdown and bomb threat procedure
12. Visitors and contractors
13. Construction and maintenance of premises
14. Personal protective equipment (PPE)
15. Work-related hazards
16. Maintaining equipment
17. Hazardous materials
18. Asbestos management
19. Housekeeping & cleanliness
20. Infection control
21. Allergens and anaphylaxis
22. Medication
23. Smoking & vaping
24. Security and theft
25. Severe weather

26. Safe use of minibuses
27. School trips and visits
28. Reporting near-miss & dangerous occurrences
29. Violence at work
30. New and expectant mothers
31. Monitoring and review

## Statement of intent

**Southern Education Trust (SET)** is committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Complying with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

### Audience

This policy is intended for use by all support, teaching staff and management of Southern Education Trust.

# 1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Work at Height Regulations 2005
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998
- The Regulatory Reform (Fire Safety Order) 2005
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with any relevant policies and procedures at school level and not limited to:

- First Aid Policy
- Invacuation, Lockdown and Evacuation Policy
- Manual Handling Policy
- Lone Worker Policy
- Staff Wellbeing Policy

- Asbestos Management Policy
- Whole-school Food Policy
- Data Protection Policy
- Terrorism (Protection of Premises) Act 2025 (Martyn’s Law) — Royal Assent April 2025; duties to commence after implementation period; sector guidance to follow

Where new or amended legal requirements come into force between scheduled policy reviews, the Trust will take all necessary steps to comply immediately and update procedures accordingly. Formal policy revisions will incorporate these changes at the next review cycle.

## 2. Roles and responsibilities

The Trust Board, in conjunction with headteachers and central team, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Create and monitor a management structure responsible for health and safety in the trust schools.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure schools have secured safe means of entry and exit for all site users.
- Ensure schools can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure schools can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The LGB will:

- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.

- Monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy **annually** and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction on use.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

The Trust Compliance Lead will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating major accidents and incidents, to understand root causes and make reasonable adjustments to prevent them occurring.
- Be the designated contact with the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.

- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Designate a competent person who will be responsible for ensuring the trust meets its health and safety duties – the competent person will be an individual Site Lead or Manager.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Trust Board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will be reminded that they are expected to: -

- Exercise personal responsibility for the health and safety of themselves and others.

- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

### 3. Training and first aid

#### Training

SET will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

#### First aid

Trust schools will act in accordance with the First Aid Policy at all times. Schools will ensure that ample provision is made for both trained personnel and first-aid equipment on-site. Headteachers will ensure that there is an appropriate number of first aid trained staff members working within in each classroom.

First aid trained members of staff will be listed for each site. First aid kits will be located across the sites with their location being clearly signed and will be checked regularly by the site First aid lead or school administration team.

### 4. Contacting the emergency services

Headteachers will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios if they are in use.

Where an ambulance is called for a pupil, office staff will contact the pupil's parent/carer.

## 5. Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible using the appropriate Accident Report Form.

Headteachers will be responsible for informing the CEO & Trust Compliance Lead if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

Trust schools will always record and report work-related injuries to staff members or pupils.

### **Reporting significant accidents and RIDDOR**

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

Trust schools will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause 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 that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion

- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Trust schools will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer

- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

Schools will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

### **Reporting procedures**

Should an incident require reporting to the HSE, the person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The HSE no longer accepts written accident reports, except in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30 am to 5pm.

All RIDDOR reportable incidents will be investigated by the Trust's Compliance & Operations Lead and a written report will be provided when deemed necessary.

### **Reporting hazards**

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the headteacher as appropriate. Serious hazards will be reported directly to the headteacher.

### **Accident investigation**

Minor and moderate injuries will be recorded in the accident book or recognised reporting form. The scene will be made safe by the site staff. Remedial actions will be put in place to reduce the likelihood of the incident happening again.

All major accidents will be investigated by the Headteacher and Compliance & Operations Lead and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment and safe systems of work if applicable will be amended, to avoid reoccurrence of the accident. All findings, actions and recommendations will be reported to the Trust SLT.

The Trust Compliance Lead will identify patterns and trends to take corrective action and minimise the reoccurrence of any incident or illness.

## 6. Active monitoring system

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments
- Three yearly external audits of compliance documentation
- Termly monthly examination of documents to ensure compliance with standards
- Six monthly health and safety site visits by the Trust
- Termly reports and updates to the headteacher
- External measures, such as surveys by contractors and service providers

## 7. Risk assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.

Six-monthly assessments of high-risks areas, such as laboratories, will be undertaken. Annual risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

Trust schools will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## 8. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. SET utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)

- Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

Trust schools will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

## 9. Fire safety

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The Site Manager is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. All staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

Schools will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different ‘break glass’ fire points around the school, and records will be maintained and held in the site office and on the online compliance tracker. Emergency lighting will be tested monthly by the Site Manager and annually by an external company, and records will be maintained and held in the site office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Schools will implement their Fire Safety measures to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

## 10. Sharps

For the purposes of this policy, “sharps” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin. Please refer to the specific school’s Sharps procedure.

## 11. Evacuation, invacuation, lockdown and bomb threat procedure

SET schools will follow their procedure in respect of Invacuation, Lockdown, Evacuation and Bomb threats procedures in the event of a crisis.

## 12. Visitors and contractors

Each school will have procedures for Visitors and Contractors which will be implemented by relevant staff when receiving visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

## 13. Construction and maintenance of premises

When undertaking construction or maintenance work, SET will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. This includes a wide range of activities such as building, renovation, repair, and demolition, as well as the installation and maintenance of fixed services.

SET will ensure the appointment of a principal designer and principal contractor for relevant projects and will assess if notification to the HSE is required. Additionally, they will provide essential pre-construction information to the project team, including project expectations, site conditions, hazard information, timelines, budget, welfare arrangements, and emergency details.

The principal contractor must develop a Construction Phase Plan that explains how health and safety risks will be managed before work begins and the principal designer will prepare a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work. Clear roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan and resources will be allocated for effective communication and coordination between all members of the project team. Adequate welfare facilities will also be arranged before work starts.

Upon project completion, the health and safety file will be submitted to the Site Manager and is made accessible for future building maintenance. The headteacher will maintain regular communication with the project team to ensure compliance and effectiveness, particularly for new workplaces or modifications, which must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

## 14. Personal protective equipment (PPE)

Schools will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by competent members of staff to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis.

Staff will receive health and safety training to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available, and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

SET schools understand their duty to cover the costs of purchase, cleaning and repair for all clothing and will supply all PPE that is required relevant to the task.

## 15. Work-related hazards

### **Manual handling**

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

Schools will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. To manage these risks, we have adopted procedures and implemented the appropriate training around manual handling.

### **Working at heights**

Staff are only allowed to work at height following completion of mandatory Working at Height training assigned through our e-learning platform. Training will be revalidated annually.

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Access to high levels, such as roofs, is only permitted by trained personnel

### **Lone working**

Policy and procedures concerning employees who are lone working will be addressed in the Lone Worker Policy. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

### **Stress management**

Staff will be aware of the symptoms of stress and shall refer to the Staff Wellbeing Policy for further guidance.

### **Display screen equipment**

Display screen assessments will be carried out for teaching staff and administrative staff where required. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy and HSE Display Screen Equipment (DSE) Self-Assessment Form.

## 16. Maintaining equipment

The Site Manager will conduct, or arrange for a competent contractor to conduct an inspection of the following equipment:

- All electrical and gas appliances and systems
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards & ventilation systems
- Water safety management
- Lighting Rigs

It will be the responsibility of both the Site Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

## 17. Hazardous materials

Schools will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The Schools will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Site Manager.

The Science Lead is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazards – the latter is provided by CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The Site Manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the Trust's Compliance team on a six-monthly basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by Site Manager. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the Headteacher. The Site Manager will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. An annual audit of hazardous materials will be undertaken by the Trust Compliance team with routine surveillance to ensure that they remain safe to store, and COSHH items will be checked against the inventory as part of the 6 Monthly Health and Safety Audits. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with Trust procedures.

### **Lithium Battery Safety**

- The Trust recognises the fire and explosion risks associated with lithium-based batteries (including lithium-ion and lithium polymer) and applies proportionate controls
- Small portable batteries (e.g., those in laptops, tablets, mobile phones, and power banks) are permitted on site and may be used and charged in line with manufacturer instructions, as these typically fall below **100Wh**.
- Large-capacity lithium batteries (generally **>100Wh**), such as those used in e-bikes, e-scooters, and similar devices, must not be brought into school buildings. Where such items are authorised for use, they must be stored in a secure compound outside and away from main buildings, in accordance with the school's risk assessment and fire safety measures.
- Lithium batteries exceeding 100Wh (e.g., those used in cordless cleaning equipment or e-mobility devices) must be stored in a designated, ventilated area within a fire-resistant or metal cabinet. Charging must occur under supervision, avoiding charging overnight and using manufacturer-approved chargers. Damaged or overheating batteries must be isolated immediately and reported. The Trust will maintain compliance with current fire safety standards and review these arrangements annually.
- Staff, pupils, contractors, and visitors must not bring or use personal devices powered by lithium batteries unless expressly authorised by the school and subject to safe storage arrangements.
- Alternative battery technologies may be used where approved by the school.
- Damaged, defective, or end-of-life lithium batteries should be disposed of via a licensed waste carrier in compliance with environmental regulations.

## **18. Asbestos management**

Following HSE guidance, an asbestos management plan will be put in place. Asbestos Management Surveys have been undertaken on all applicable sites but a United Kingdom Accreditation Service accredited surveying organisation. The risks identified in these surveys will be actioned, where necessary, by the contractor or Site Manager. Surveys will be undertaken again following any changes of use to a location or before any significant building work.

Further details concerning the management of asbestos can be found in the schools Asbestos Management documentation.

## 19. Housekeeping & cleanliness

In house and contract cleaners, where applicable, will be monitored by the Site Manager. The standard required will be clear in the service level agreement is held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the Site Manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999.

## 20. Infection control

Schools will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

## 21. Allergens and anaphylaxis

The school's Allergen and Anaphylaxis procedure will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school is able to purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

Staff will receive appropriate training and support relevant to their level of responsibility, to assist pupils with managing their allergies.

Further information relating to the school's allergens and anaphylaxis can be found in school held documentation.

## 22. Medication

The Trust's Supporting Pupils with Medical Needs Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The schools will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication.

## 23. Smoking and vaping

Smoking and/or vaping is not permitted on the Trust's premises. SET schools are Smoke-Free environments and this is understood by all staff. All staff, pupils, visitors and contractors will be made aware of the smoke free rule.

## 24. Security and theft

CCTV systems will be used where installed to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the Trust's Data Protection Policy.

Money will be held in a safe and banked on a frequent basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the main office, and staff should not be placed at risk of robbery.

Staff and pupils will be responsible for their personal belongings, and the Trust accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

Schools will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. Schools will ban individuals from the premises if they pose a risk to any member of the school community. School will consider any risks that are posed by their local context, e.g. recent arson attacks.

## 25. Severe weather

Schools will act in accordance with relevant school procedures where the weather could pose a risk to individuals on school site.

The headteacher will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the Trust Board will be promptly informed.

## 26. Safe use of minibuses

Health and safety policy and procedures concerning school minibuses and Trust owned vehicles will be contained in the Trust's Minibus and School Vehicle Driving Policy and the Trust's Driving Privately-Owned Vehicles for Work Policy. The Site Manager will be responsible for arranging the annual maintenance of school-owned or trust-owned vehicles, including MOTs and road tax and safety checks.

The driver will have a current license, be aged 21 years or over and hold a full licence in Group D or passenger carrying vehicles. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence. Drivers must complete a competency test, organised by the school, before driving the minibus.

If passengers are paying a charge, the minibus permit will be clearly displayed in the vehicle.

Internal damage to the minibus will be the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

## 27. School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the Educational Visits Policy.

## 28. Reporting near-miss and dangerous occurrences

Near-miss or dangerous occurrence: “an unplanned event which does not cause injury or damage but could have done so”. Examples include items falling near personnel, incidents involving vehicles and electrical short-circuits.

If staff members, pupils, contractors, or visitors see or are involved in a near-miss, they must report it to the Site Manager so that action can be taken to investigate the causes and to prevent reoccurrence. The Site Manager will investigate the near miss. The details can then be passed to the Headteacher and the Trust’s Compliance Lead if deemed necessary.

## 29. Violence at work

We believe that staff should not be in danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

## 30. 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.

## 31. Monitoring and review

The effectiveness of this policy will be monitored continually by Trust Board. Any necessary amendments will be made immediately.

## PART TWO – SCHOOL SPECIFIC INFORMATION FOR BROADSTONE FIRST SCHOOL

Schools should insert their specific information where indicated, after which this section should be ratified by the School Standards Board.

### 10. Key Holder Safety during Call Outs

Our school intruder alarm system is monitored 24/7 by Chubb Alarm receiving centre (ARC) If the alarm has not been set by 22:15pm a failed to set signal is sent to the ARC and the main key holder is called out to investigate. The main key holder is M & J Security and when they attend site they normally deal with any issues and provide an incident report.

The Estates Manager ensures an up to date contact list is provided to all key holders. If staff arrive on site and find a flood, damage or fire then they will call the Estates Manager. If the Estates Manager is not available they will work their way down the list until they get another key holder. The Fire alarm is linked to the intruder alarm so the ARC are also notified when the fire alarm is activated. The ARC is responsible for calling the Fire service.

If staff arrive to find there has been a break in, they must not enter the building but call the Police and wait somewhere safely (eg. in their car) until help arrives.

If any member of staff is on site and is concerned about people on or about the site, they should telephone the police on 999, if concerned about their own or the school's well-being.

### 11. Fire Safety

The school will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Site staff will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

The Responsible Person is **the Estates Manager**. The school has a fire risk assessment that is reviewed annually by the Senior Leadership Team and steps taken to reduce or remove identified risks. Monitoring of the premises and site, in terms of the contents of the fire risk assessment, is undertaken by Site staff and other members of the premises team on a daily, weekly and monthly basis

11.1 Evacuation procedures are detailed in every room, are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan, displayed in every room.

### 12. Supervision of Children

#### 12.1 School Hours

Morning Child Care: 8.00 am – 8.30 am

School Day: 8.30 am – 3.05 pm

Afternoon Child Care: 3.05 pm – 4.00 pm

## 12.2 Office Hours

The office hours are Monday to Thursday from 8 am – 4.00 pm and Friday 8 am – 3.30 pm

## 12.3 Duties

Teachers and Learning Support Assistants supervise their own class whilst on break time.

## 12.4 Lunch-time Supervision

Lunchtime Play Leaders and Learning Support Assistants are on duty in classrooms, the hall and outside play areas. They have designated areas such as the grass area, playground and the Link play area.

## 12.5 First Aid

First Aiders patrol the playground with their first aid kit. They can clearly be identified by their First Aid bags.

An up-to-date list of all First Aiders is displayed in the Staff Room, School Office, around school and a copy can also be found in each Off-Site folder stored in each classroom.

First Aid kits are located at strategic points in the school; in the school office and the medical cupboard outside year 2 classrooms.

Portable kits are available for lunchtimes, PE lessons and school trips and visits.

The contents of the kits will be checked on a half termly basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit.

## **13. Health and Accidents to Children, Staff or visitors to site**

School staff are expected to take reasonable action as responsible adults to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The school has trained First Aiders. An up-to-date list of all First Aiders is displayed in the Staff Room, School Office and a copy can also be found in each Off-Site folder stored in each classroom.

First Aid and medical treatment is available as and when required throughout the school day by a qualified First Aider. Any child that receives First Aid will be provided with a “I Had First Aid Today” wristband.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin.

First aid bags for school trips are stored in the First Aid cupboard (by Year2) as well as other items required to be on hand during a journey/trip.

Learning Support Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head that causes concern, parents will be contacted and given the option of coming to the school to check their child personally or leaving the child to recover and return to class. Parents will always be informed about less serious bumps to the head via a “Bumped Head wrist band”.

Logs of accidents are recorded by each member of staff administering First Aid. These are then regularly collected and stored centrally within the School Office. Serious accidents will also require an accident form to be completed and may require statements from all staff involved.

## Appendix 1

# STATEMENT OF INTENT

Broadstone First School

The Trust Board and Local Governing Board believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work-related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Trustees, Governors, staff and pupils will play their part in its implementation.

**Name** Dan Moody

**Signature**



**Date:** 28.01.26

(Chair of LGB)