Statement of intent

At **Barnwell Academy**, we are committed to ensuring the health and safety of pupils, parents, visitors and staff members. As a school, we are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Acting in compliance 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.

In order to achieve this, staff members must ensure that they understand, and can correctly implement, the school's Health and Safety Policy and associated procedures. This handbook highlights the key areas of the policy; informing staff of other related school policies, relevant designated individuals and appropriate procedures to follow.

Legal framework

This handbook has due regard to statutory legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

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

- DfE 'Health and safety: advice on legal duties and powers' 2014
- DfE 'Keeping children safe in education' (updated yearly)

This handbook has due consideration to the following school policies and procedures:

- First Aid Policy
- Code of Conduct Policy
- Dress Code Policy
- Infection Control Policy
- Risk Assessment Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- COSHH Policy
- Display Screen Equipment Policy
- Working at Heights Policy
- Lone Worker Policy
- Positive Handling Policy
- Bomb Threat Policy
- Invacuation, Lockdown and Evacuation Policy
- Business Continuity Plan
- Fire Evacuation Plan
- Accident Reporting Procedure Policy
- Asbestos Awareness

The above documents will be shared to staff members via an online compliance portal which will keep an audit trail of what has been read and on what date.

Roles and responsibilities

The **headteacher** is responsible for:

- The overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Ensuring that the school acts in accordance with the Health and Safety Policy and has effective arrangements for managing health and safety risks at the school.
- Designating a health and safety officer to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the LA and the HSE where necessary.
- Ensuring that all staff members have signed the relevant statements of agreement, confirming that they have read and understood the necessary health and safety related policies and procedures.
- Maintaining records of staff members who have undergone the induction training and any other relevant training, such as first aid.
- Maintaining effective communications with the LA, governors, and the school workforce.
- Giving clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Ensuring that staff members have undergone the appropriate training to deal with risks in their areas of responsibility.

- Consulting and working with recognised safety consultants and representatives.
- Making sure that all staff members understand their responsibilities and know how to access support and advice in order to help them manage risks responsibly.

The **governing body** is responsible for:

- Ensuring there is a detailed and enforceable policy regarding health and safety.
- Taking reasonable steps to ensure that the school and its employees are following the Health and Safety Policy and relevant procedures.
- Periodically assessing the effectiveness of the policy and ensuring that any necessary changes are made.
- Creating and monitoring a management structure responsible for health and safety in the school.
- Ensuring that staff members receive adequate training in order to enable them to carry out their responsibilities.
- Promoting a sensible approach to health and safety, accessing and making use of competent health and safety advice when required.
- Working in close partnership with the headteacher and business manager in order to support sensible health and safety management, as well as to challenge this management when necessary.
- Tackling risk aversion by providing a wider sense of perspective and helping the school to get the balance right on managing risk.
- Providing equipment, grounds and systems of work which are safe.
- Identifying risks relating to possible accidents and injuries, and making reasonable adjustments to prevent them occurring.

The **business manager** is responsible for:

- Ensuring that staff and visitors are aware of the on-site procedures and any necessary precautions to follow.
- Implementing, monitoring and reviewing training procedures.
- Advising contractors of site-specific risks and overseeing their activities on site.
- Ensuring that staff members follow the accident and incident reporting procedure.
- Leading the risk management arrangements.

All **members of staff** are responsible for:

- Acting in accordance with the school's Health and Safety Policy at all times.
- Taking reasonable care of their own health and safety, as well as that of others, including pupils, parents and visitors.
- Cooperating with fellow members of staff on health and safety matters in order to keep the workplace safe.

- Raising health and safety concerns in line with the school's Health and Safety Policy.
- Carrying out their work in accordance with training and instructions.
- Informing the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarising themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoiding any conduct which puts themselves or others at risk.
- Familiarising themselves with all requirements laid down by the governing body.
- Ensuring all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Using the correct equipment and tools for the job and any protective clothing supplied.
- Ensuring that they wear appropriate work wear, with limited jewellery, in order to reduce the amount of potential risks.
- Dressing in accordance with the school's Uniform Policy.
- Ensuring any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Reporting any defects in equipment or facilities to the designated health and safety officer.
- Taking an interest in health and safety matters, making suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercising good standards of housekeeping and cleanliness.
- Adhering to their common law duty to act as a prudent parent would when in charge of pupils.
- **(Early years foundation stage and Daycare staff only)** Adhering to staffing ratios outlined in section three of the 'Statutory framework for the early years foundation stage'.

Accident Reporting procedure

Accidents should be reported using the **Pupil Accident Record Sheet** for minor injuries to pupils or **IR1 Incident Record Form** for all other incidents to pupil, staff and visitors.

All serious accidents and incidents, including near-misses or dangerous occurrences, should be reported as soon as possible to **Chris Nellist**, who is the school's nominated health and safety officer.

Should an incident require reporting to the Health and Safety Executive (HSE), the health and safety officer, or a person appointed on their behalf, needs to file a report as soon as is reasonably possible by using the relevant format on the HSE website.

The health and safety officer is responsible for informing the headteacher of any accidents which are fatal or classed as a "major injury" as defined by the HSE.

Fatal and specified injuries should be reported using the HSE telephone service on 0345 300 9923 (open Monday to Friday 8:30am to 5pm).

First Aid

First aid will only be provided by trained first-aiders.

Within Barnwell Academy, the following staff members are designated first-aiders:

- P Chapman
- D Smith
- K Hammond
- C Mulhern
- S Eden
- B Atwill
- A Brown
- S Shields
- C Oliver
- K Harding (Daycare)
- K Savory (Daycare)
- C Montaser (Daycare)

All staff members are made aware of where first aid boxes and equipment is stored at the school.

All staff members will act in accordance with the school's First Aid Policy.

An up-to-date record book will be kept regarding any first aid which has been administered to any pupils, staff or visitors.

Slips, trips and falls

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. In order to reduce the number of slips, trips and falls, staff members need to do the following:

- Identify the hazards – risk factors considered include:
    - Environmental (floor, steps, slopes, etc.)
    - Contamination (water, food, litter, etc.)
    - Organisational (task, safety, culture, etc.)
    - Footwear (ensuring it is in line with the school's Dress Code 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 risk assessment regularly and revise if necessary

Any incidents involving a slip, trip or fall needs to be recorded using the school's IR1 Incident Reporting Form.

The first-aider treating an injury should contact the emergency services as necessary, or direct a staff member to do so while they tend to the injured party.

If there is no first-aider immediately available, a common-sense judgement will need to be made by those attending the injured party regarding whether to contact the emergency services.

Working at heights

Before undertaking work at heights, all members of staff need to sign a statement confirming that they have received, read and understood the school's Working at Heights Policy.

Staff members must act in accordance with the Working at Heights Policy when undertaking tasks.

Manual handling

In order to manage risks associated with manual handling, such as the potential to cause a musculoskeletal disorder, staff must act in accordance with the school's Manual Handling Policy.

Staff should never use manual handling when it is not necessary or appropriate, for instance as a punishment.

A manual handling risk assessment should be undertaken where physical contact with a pupil is necessary.

Control of substances hazardous to health (COSHH)

All staff members must adhere to the Control of Substances Hazardous to Health Regulations (COSHH) 2002, as amended in 2004.

Staff members need to act in accordance with the school's COSHH Policy, ensuring that any hazardous substance is labelled and treated as such.

All equipment, materials and substances which could be hazardous to health will be held in appropriate containers and areas, conforming to health and safety regulations.

Staff members must not use any hazardous substance without receiving permission from the headteacher.

Any concerns regarding hazardous substances need to be reported to the headteacher or a member of the SLT immediately.

It is important for all staff to ensure that low toxic products, such as corrective fluid and aerosol paints, are stored securely and only used under supervision in a well-ventilated area.

Control measures need to be checked and reviewed on a termly basis in order to ensure continued effectiveness

Cleanliness and infection control

Staff members need to ensure that they keep their work stations and classrooms in a clean, tidy and orderly manner.

Special consideration should be given when cleaning hygiene areas, such as the classroom sink.

Special consideration needs to be given to the disposal of laboratory materials and clinical waste. Where in doubt, staff members should contact the site manager for further guidance.

The headteacher ensures that the school is at a safe temperature for staff and pupils to work in by keeping rooms at a minimum of 16° and with a constant supply of fresh air.

Staff must immediately clean any spillages of bodily fluids with a combination of detergent and disinfectant whilst wearing appropriate personal protective equipment (PPE).

Staff members need to be aware that mops are not be used to clean up bodily fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste outlined in the school's Infection Control Policy.

Pupils should be discouraged from stroking any stray animals which may come onto the school premises.

All staff members need to be aware of any pupils displaying signs of infection, such as rashes, vomiting or diarrhoea. Any pupils or staff members with these symptoms need to be sent home and advised to see a doctor.

All staff must undergo a full occupational health check before starting employment at Barnwell Academy.

Any cuts and abrasions a staff member has should be covered with a waterproof dressing.

Further information regarding the school's policies and procedures addressing infection control can be found in the Infection Control Policy.

Safety equipment

Staff members should undertake an assessment of their workstation on a termly basis.

PPE must be used appropriately, such as when using hazardous equipment.

All PPE should be stored in a secure, yet accessible, location near any relevant equipment.

Staff members are responsible for the condition of their own PPE and display screen equipment (DSE).

In the event that DSE or PPE is needed, staff members should contact the head of the department.

Staff must act in accordance with the Display Screen Equipment Policy.

Further information regarding DSE and PPE can be found in the school's Health and Safety Policy.

Educational trips and visits

When organising educational trips and visits, the staff member leading the trip must ensure that a thorough risk assessment is undertaken.

In the event that an accident occurs or an injury is received whilst on a trip or visit, staff members should follow the same procedure they would at school, ensuring that they act in accordance with the school's First Aid Policy and Accident Reporting Procedure.

Staff members must ensure that sufficient first aid equipment is accessible at all times whilst on the trip or visit.

A suitable number of first aid trained staff members must be present on the trip or visit, ensuring that the first-aider ratio of 1:10 is met at all times.

Health and safety policy and procedures concerning trips and visits, including trips abroad, are outlined in the school's Educational Trips and Visits Policy.

Lone working

All members of staff need to sign a statement confirming that they have received, read and understood the school's Lone Worker Policy and associated procedures, prior to undertaking lone working.

Staff members must act in accordance with the school's Lone Working Policy.

Risk assessments

Risk assessments should be used to identify all defects and potential risks, along with the necessary solutions or control measures, regarding all aspects of school life.

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

Staff members should identify any potential hazards to the site supervisor or business manager.

All staff members need to ensure that their classroom risk assessment and any other relevant risk assessment are up-to-date.

Risk assessments should be carried out in accordance with the school's Risk Assessment Policy.

The governing body is informed of any risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

A designated member of staff is responsible for ensuring that risk assessments are completed by staff leading day trips or residential stays.

Fire safety

Staff members should be informed of the relevant fire procedures as part of their induction training.

The headteacher is responsible for ensuring that the procedure for fire drills and the use of fire extinguishers are made clear and understood by all staff.

All staff members must ensure that they fully understand and can effectively implement the school's Fire Evacuation Plan. For further information regarding the procedure, staff members should contact the headteacher or business manager.

The business manager will ensure fire evacuation procedures are tested on a termly basis.

Mr D Humble, site supervisor, is responsible for testing fire alarms, firefighting equipment and emergency lighting on a regular basis. Records regarding this information are held in the Fire Log Bog file held in SBM office.

All staff members are responsible for raising the fire alarm as soon as possible.

Evacuation and emergency procedures

In the event of a fire, staff members need to implement the school's Fire Evacuation Plan.

Where appropriate, staff members need to follow the procedure outlined in a pupil's Personal Emergency Evacuation Plan.

If an evacuation is deemed necessary, the headteacher needs to be informed of the situation either in person or via the internal telephone system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff need to:

- Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
- Take all personal items with them, to avoid unnecessary searching.

Staff members need to direct pupils and visitors to the normal fire assembly area. In the event of a bomb threat, the area should be moved if it is close to the area of a potential bomb or suspicious package.

Staff are positioned at all gates leading into the school, ensuring that nobody is allowed in or out except for emergency personnel.

Once the police have arrived, staff members need to await further instruction from the emergency services.

Dependent on the emergency, the Lockdown Procedure outlined in the Invacuation, Lockdown and Evacuation Policy should be followed.

Bomb threat procedure

Staff members are made aware of the school's Bomb Threat Policy as part of their induction training.

All staff members must ensure that they fully understand, and can effectively implement, the school's Bomb Threat Policy. For further information regarding the policy and its procedures, staff members should contact the headteacher or business manager.

In the event of an emergency, the procedures outlined in the Bomb Threat Policy and Invacuation, Lockdown and Evacuation Policy will be followed.

All staff members are trained in handling bomb threats as part of their induction training, which is updated on an annual basis.

Staff members have access to instructions of the procedure in every classroom.

All members of staff need to follow the appropriate evacuation procedure whether they believe the threat to be a hoax or not.

If a staff member receives a call regarding a bomb threat, they must contact the headteacher immediately.

In the event of a bomb threat, the headteacher needs to alert the police and the LA.

It is the responsibility of the headteacher to decide whether or not to evacuate the building.

For more information regarding the bomb threat and lockdown procedures, staff members should refer to the school's Bomb Threat Policy and Invacuation, Lockdown and Evacuation Policy.