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Author	Wiltshire Council Bitham Brook additions highlighted in yellow	Responsible Committee	Finance And Resources

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All schools need to have an up-to-date, written, health and safety policy statement which sets out the approach by which the school's Headteacher and Governors intend to meet their responsibilities. **This model is intended to provide a starting point for schools in compiling such a policy statement. It must not be simply lifted as an entire finished document.** Schools will have unique issues, circumstances and priorities which will need to be reflected in each school's own modified version.

A school policy should comprise of a 'statement of intent', followed by an explanation of the roles and responsibilities assigned to individuals and finally some detailed arrangements and procedures which provide specific instructions about who does what, in what circumstances, in respect of any particular situation where health and safety might be at risk.

These "detailed arrangements and procedures" are, by definition, unique to each school as they will refer to specific individuals or postholders. For that reason, only a list of common procedures required in most schools is given in this model.

Academy, Foundation and Voluntary Aided schools are reminded that the legal responsibility for health and safety is different to that within Community and Voluntary Controlled schools and that any use of this model must reflect that.

1.0 STATEMENT OF INTENT

1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable



steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.

- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.



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2.0 THE DUTIES OF THE GOVERNING BODY

2.1 In the discharge of its duty the Governing Body will:

- (i) make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.2 - Responsibilities of the Governing Body), the Wiltshire Scheme for Funding Schools and the advice and guidance provided by the LA;
- (ii) take account of that policy and scheme within budget and other policy considerations;
- (iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- (iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- (v) establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;
- (vi) bring to the attention of the Director responsible for schools, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

2.2 So far as is reasonably practicable the Governing Body, through the Headteacher/nominated representative, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) this policy;
- (ii) all other relevant health and safety matters;
- (iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE HEADTEACHER (NB Headteacher accountable for following duties but responsibility may be delegated to nominated representatives eg Deputy Headteachers or SBM)

3.1 As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.3 of the LA's policy statement



on health, safety and welfare. These are;

- (i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- (ii) To comply with LA policy and duties under the Wiltshire Scheme for Funding Schools;



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- (iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Director responsible for schools.

And specifically –

- (iv) To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- (v) To develop and distribute school-specific policies on local health and safety issues;
- (vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- (vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;
- (viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- (ix) To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;
- (x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- (xi) To review accident trends and nominated representatives to investigate accidents, near misses and episodes of work-related ill-health (as is reasonable, practicable and proportionate to incident/event concerned); ***The HSE defines an accident as 'an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work. Injuries themselves, eg 'feeling a sharp twinge', are not accidents. There must be an identifiable external event that causes the injury, eg a falling object striking someone'. HSE's key message to Headteacher's 'Getting health and safety leadership right is about managing risk sensibly – not trying to eliminate it altogether. Head teachers should provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter'.***
- (xii) Headteacher and all line managers (DH, AH, EYFS lead, SBM) to monitor and evaluate the health and safety of staff; eg Staff Wellbeing policy in place, work/life balance, effective line management structure in place, school wide engagement in H&S
- (xiii) To have and practise emergency and contingency plans;
- (xiv) To provide the means for consultation with staff on health and safety matters;



- (xv) To supply a health and safety performance report of standard indicators to the LA upon request;
- 3.2 The Headteacher/nominated representatives (SLT and SBM) are required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 THE DUTIES OF SUPERVISORY STAFF

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff (Deputy Headteachers, Assistant Headteacher, EYFS Lead and SBM) will be directly responsible to the Headteacher to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4 of the LA's policy statement on health, safety and welfare.

4.2 As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given instruction in safe working practices;
- (v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- (vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- (vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;



- (xii) all health and safety information is communicated to the relevant persons;
- (xiii) they report any health and safety concerns to the Headteacher/nominated representatives eg caretaker, line manager.



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5.0 THE DUTIES OF ALL MEMBERS OF STAFF

- 5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.
- 5.2 All staff have a responsibility to:
- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
 - (ii) follow agreed working practices and safety procedures;
 - (iii) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
 - (iv) ensure health and safety equipment is not misused or interfered with.

6.0 HIRERS, CONTRACTORS AND OTHERS

- 6.1 The SBM will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. **Updated to reflect HSE placement of this responsibility with other school leaders e.g. SBM <https://www.hse.gov.uk/education/sensible-leadership/school-leaders.htm#teacher>**
- 6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:



- (i) introduce equipment for use on the school premises;
- (ii) alter fixed installations;
- (iii) remove fire and safety notices or equipment;
- (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher/nominated representative will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

7.1 The Governing Body, through the Headteacher/nominated representative, will make arrangements for full and proper consultation with employees on health and safety matters. Where available, the nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 EMERGENCY PLANS

8.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) save life;
- (ii) prevent injury;
- (iii) minimise loss.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and rehearsed/discussed with pupils (dependant on age and support need). The rehearsals will identify areas for improvement and will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.



Please refer to standalone Lockdown Policy for details (under review).

In summary, the school may lock down for the following reasons:

- It receives information from the LA, Police or an appropriate authority advising the school to lock down
- Senior School Staff make the judgement that a lockdown is necessary
- A member of staff is unable to discuss an issue with SLT but believes immediate action is needed as there is an imminent threat to safety

office staff will sound an air horn from the end of each corridor (continuous blast), also notify and replicate from each KS office. Teaching staff to close playground doors and windows and move children to internal corridors quietly, remain seated in corridor for further instruction from SLT. Office staff to ensure front door, rear corridor door, hall and dance studio doors are shut (continuous blast of air horn towards playground/field to advise the return to class immediately. Senior KS2 staff to lock KS2 corridor door, DT external door and library doors. FLW to ensure windows and doors closed across FLW area.

In event of noxious substance in air, office staff to contact KS offices and all admin staff to advise classes to close windows and doors (front office staff to advise KS2 corridor, Headteacher and FLW, SBM/Office Manager to advise KS1 classes and check hall/dance studio/kitchen)..

If need to evacuate the building and leave school site due to a danger within the school, use of air horn repeated short blasts (as above also notify and replicate from each KS office). Teaching staff to lead children out as quickly as possible and disperse and hide, take mobiles wherever possible. Use of walkie-talkies that are throughout school to communicate where danger may be and help guide evacuation routes.

9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

- 9.1 Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

10.0 REVIEW

- 10.1 The Governing Body and Headteacher/nominated representative will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

- 11.1 The Governing Body and the Headteacher will ensure (through delegation to nominated representatives), that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is



responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures

11.2 The written procedures required within the school are as follows:

- **Storage and administration of medicines** – see separate policy for details. We will support children with long term health and care needs and we will support children with short term needs providing the procedures outlined are followed.
- **Provision of first aid** – see separate policy for details. The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Headteacher/Deputy Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary. Bitham Brook Primary School store first aid materials for children with asthma, nut allergies and diabetes in the classrooms as they are needed regularly and quick/easy access is vital. To make them immediately accessible to adults, they will be out of the reach of pupils. Specific arrangements are made for children to manage access to their own inhalers where appropriate.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. Travel First Aid Kits are always taken when learning outside the classroom.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity. A note will be sent to parents detailing any treatment given.

It is school policy that medication is not given to pupils except in circumstances where a Health Care Plan has identified any such requirements and staff have received the relevant training or where correct procedures have been followed for short term support. Records are kept of any medication given by staff e.g. asthma. If medication is needed to be given during the school day then parents/ carers are permitted onto the school site to dispense it themselves. Staff will only administer medicine on an exceptional basis, and with clear, written instructions from the parent/carer/doctor. Medicines must be in their original packaging with prescription label attached and legible, medicines must be in date.

We have made provision for First Aid and have 14 members of staff currently holding First Aid at Work Qualifications. We have 9 members of staff qualified to provide Paediatric First Aid. 2 members of staff have emergency first aid at work. Procedures are established and reviewed constantly. All staff may treat minor injuries and refer to qualified staff as necessary. All treatments given must be recorded and advised to parents.

- **Food Safety** – staff providing food for consumption by pupils ensure they are aware and mindful of any allergies that children might have and take appropriate action to avoid any problems. Information available on SIMS, individual class lists and in kitchen.
- **Safety inspections & Monitoring** – Caretaker undertakes regular checks (see spreadsheet for full list). All members of staff have a responsibility to monitor and report on any Health and Safety issues.

The Finance and Resources Committee will undertake 3 monitoring visits during the year (preferably term 2,4 and 6) covering different aspects of the 'Health and Safety' audit document, minute any issues. The Governor LA checklist/template for H&S visits (from Health & Safety resource page on RightChice will be completed.



The Headteacher/nominated representative will undertake or arrange for annual risk assessments and an inspection of the school site.

The Outdoor Fixed Play Equipment is examined on a regular basis and checked annually by a specialist contractor. Any equipment that is considered to be unsafe is withdrawn from use and repaired or replaced. The children are advised about how to use the equipment safely and they are monitored at playtimes by staff.

The Headteacher/nominated representative will bring Health and Safety issues to the attention of the Finance and Resources Committee and ensure that they are dealt with promptly.

The Governing Body will review this policy statement biennially and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils. School to review annually.

- **School managed projects** - All School Managed Projects are managed following the guidelines and procedures laid down by Wiltshire Council. These guidelines require school to notify the Council of it's intention to undertake a school managed project, by completing the Initial Notification Form and following subsequent procedures and all LA guidance and advice.

Fire and other emergency evacuations – Please see detailed emergency evacuation procedures sheet in each classroom and shared with all fire trained staff with specified roles. In summary, when staff hear the fire alarm, teachers lead the children out to the playground using the nearest fire exit, ensuring that the exit is calm and quiet. Designated sweep teams will check all communal, toilet and storage areas across school. Teaching Assistants will close doors. Office staff will bring the registers, Pupil diary (for late arrivals/early leavers) and the sign in iPad with visitor and employees listed. The office staff will also bring mobile phones. Teachers will check that all pupils are present. If there is not a Teaching Assistant for each class and a pupil is not accounted for the Headteacher/SLT/Office staff will re-check the toilets/resource/office/FLW area/library/hall/corridors/mezzanine, provided it is considered safe to do so.

In the event of a total evacuation the staff will lead the children off the site using the Back Gate exit and take the children to a place of safety (Parish Church).

Stress and employee well-being – see separate policy for details

- **Organising outdoor education activities** - Offsite Activities and Outdoor Education

Bitham Brook have trained Educational Visits Co-ordinator and always use the LA EVOLVE system to help assess, manage and do everything practicably possible to prevent/minimise risk. The procedures followed are documented in Procedures for Off Site Visits and are cleared by the school Educational Visits Co-ordinator, Headteacher and the LA Learning Outside the Classroom Safety Advisor where required.

Staff organising outdoor activities must always consider toilet facilities, first aid and medical requirements, the presence of a trained first aider and appropriate clothing for temperature variations. Wherever possible, shade and water will be available for children during the summer months. The activities will be risk assessed and an appropriate adult to child ratio ensured. FS = 1:5, Yr.1-3 = 1:6, Yr4 – 6 = 1:10/15, overnight 1:10.

Taking the children off site on foot - When the pupils are taken offsite on foot there should be an adult at the front and the back of each class or group. All pupils must be in pairs and be reminded to walk not run. Pupils should be given the opportunity to go to the toilet before they



leave school. Teachers and Teaching Assistants must ensure that they have all the equipment for children with medical needs with them e.g., inhalers, epi-pens. The adult leading the children should stop as necessary to keep the group together. Particular care should be taken at junctions because of traffic. Where it is necessary to cross a road, staff should try to use an appropriate crossing place: zebra crossing or pelican crossing. Where no such facility is available, staff have two options available to them: stop the traffic on both sides and bring the children across in a crocodile or secondly use a the 'breaking wave' technique where all children cross at the same time having been reminded not to run. The age of the children and the road conditions and road design must be considered in making the final choice. Children should be reminded not to run across the road.

- **Swimming** – Detailed Risk Assessment completed for each year group going swimming, TA/Teacher supervision at all times, practice reviewed regularly. Trained first aiders always in attendance.
- **High risk activities associated with the curriculum** - Any high risk activity associated with the curriculum must be subject to a written risk assessment which outlines the risks and the control measures. This will be completed by the member of staff leading the activity and must be authorised by the Headteacher.
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- **Unexpected loss of utilities** - In the case of loss of electric power the Caretaker, office staff will first check the trip switches located in the locked Meter Cupboard and in the chair Store in the hall. If resetting the trips does not restore power then the next step will be to contact FM Support Property helpline (0300 456 0101) for advice, support and remedial action. In some cases it may be necessary to contact the Electricity supplier to report the fault and ascertain the expected time of reconnection. If reconnection does not seem likely and there is more than half a day left at school the Headteacher will consider closing the school if necessary, and contacting all parents to collect their children. It is not expected that children be sent home without being sure that there is a responsible adult to receive them. Younger children would need to be collected by parents/carers.

In the case of loss of water the Caretaker/office staff will contact FM Support Property helpline (0300 456 0101) for advice, support and remedial action. In some cases it may be necessary to contact Wessex Water to ascertain what the problem is and determine the expected time of reconnection. If reconnection does not seem likely and there is more than half a day left at school the Headteacher will consider closing the school if necessary, and contacting all parents to collect their children.

In the case of total loss of sanitation through blocked drains, the Caretaker/office staff will contact FM Support Property helpline (0300 456 0101) for advice, support and remedial action. In some cases it may be necessary to contact Wessex Water to ascertain what the problem is and determine the expected time of resumed service. If a resolution to the problem does not seem likely, Wessex Water will be asked to provide temporary toilets. If the loss of sanitation is limited to one toilet system in school, the toilet will be closed and FM called to deal with the issue.

- **Site security** - The first person to enter the school will need to deactivate the burglar alarm. All staff are issued with the door access code but are asked not to use this within sight of pupils and non staff members. Once the pupils are in school the gates are locked. All classroom and exit doors become locked on closure and can only be opened from inside. Pupils are under strict instructions not to answer the Main Entrance door to anyone, even people they know, but to fetch an adult to answer the door. All visitors sign in and out of the school on the iPad at reception and are provided with a colour coded lanyard & visitors pass. At the end of the day doors must be closed to maintain the security of the staff and school site.

Walkie-talkies are used across school site in the event of a situation requiring immediate action – appropriate staff are called dependant on situation eg child led incident, premises led incident



All visitors sign in and out of school site on the iPad at reception, provided with a visitors pass and colour coded lanyard (red if supervision required, green if necessary checks completed including DBS/ID). Where visitors are not able to furnish us with acceptable proof of clearance, they will be escorted by a member of Bitham Brook staff for the duration of their visit.

School boundary checked 3 times a week and school is enclosed by high fence to help minimise/prevent trespassers, all doors and windows locked each evening, limited number of staff have keys and alarm code, door entry codes changes regularly, keys to padlocks on external gates changed

- **Close down procedures** – Each teacher is responsible for ensuring that computers and lights are switched off. The last person to leave the building must first check that all lights are off then check that all doors are closed as this affects the burglar alarm. The cleaner in charge is responsible for checking the security of all windows and doors in all communal areas and classrooms. The cleaner in charge will check that all blinds are pulled down as this is also a security measure. All cleaning materials and equipment must be locked away. The last person to leave will set the burglar alarm.
- **Doors** – Doors are fitted with necessary guard/device to prevent injury to fingers.
- **Reporting of accidents, incidents, hazards and near misses** - Accidents are recorded in the statutory Accident Book BI 510 and reports sent to the Local Authority or HSE when appropriate. Record Sheets are removed once they have been completed and stored securely because they may contain personal information when completed which must be kept secure. A record is kept of any incidents, hazards or near misses and reviewed and actions taken accordingly.
- **Use of dangerous tools, equipment, machinery** - Any tool can be dangerous if it is used inappropriately. Staff and pupils must use tools, equipment and machinery safely at all times. Power tools are only used by trades people or competent persons. All tools must be kept under close supervision, working area fenced off and all tools out of the reach of pupils at all times. If contractors use such machinery, the area of work is closed off, Dangerous tools/machinery used in school eg in crafts, DT – if such items are used, the teaching staff count the number of items given out and returned to account for all.
- **Use of or exposure to any hazardous substances or materials** - The cleaning materials which are used by our cleaning staff are not hazardous substances and none are labelled as irritants. If a teacher uses an aerosol fixative for art work this should be done in a well ventilated room away from pupils. Other hygiene or white board cleaner sprays kept in the classroom are out of reach of the children. The cleaning materials we use are kept in a locked cupboard and staff are aware of how to use them safely.

Infection Control - including exposure to blood, vomit, faeces, urine etc - If a member of staff needs to use cleaning materials they must wear gloves and use the red mop and bucket for the clearing up of any bodily fluids. Bodily fluids must then be cleared up and disposed of using the 'Spill kits' for bodily fluids and placed in black bin liner, tied and placed in the black waste bins in the bin store. The 'Spill kits' to clear spills and sanitize the area. Classes will have to leave an area temporarily for cleaning and sanitizing to take place. Staff providing First Aid will always wear gloves to protect themselves.

- **Maintenance of dangerous plant and equipment and electrical systems** To be undertaken by trained contractors only, arranged through the LA Facilities Management



scheme. This ensures appropriate adherence to, regular monitoring of and servicing is proactively managed through the scheme.

- **Access to any height liable to cause injury** - Staff needing to work at height to put up displays or reach objects stored at height are required to use a kick stool or on rare occasions, a stepladder. They should always consider their safety and the safety of others in close proximity. Staff should ensure they are wearing appropriate footwear providing grip and should not stand on chairs or tables. Ladders should not be used at any time. Specialist equipment (towers, scaffolds) will be brought in to change light tubes in the hall or service the Velux windows. These will be erected and used only by trained contractors
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- **Asbestos Management** – All school premises are subject to an asbestos survey and schools have a copy of the register recording the location of suspected asbestos materials, where necessary. The school is required to display an 'Asbestos Information Notice' in a visible place. We display this notice in the entrance area inside the internal entrance doors. The Asbestos Register and Survey Report is kept in the office and is made available to all contractors working on or within the site. There is no asbestos found through the surveys.
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- **Cash handling** – Procedures are in place for the safe handling of cash. These procedures take account of the appropriate Financial Regulations. Cash is counted in the school office and is always locked away in cash boxes which are locked away when the office is unattended. At the close of the day the cash boxes are locked in a safe. The keys are locked in a floor safe overnight. Monies are transferred to the bank as necessary to ensure that only small sums are kept in school. Routes and timings of transfers are always varied to limit the risk to carriers.
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- **Violence to staff** - We define an incident of Violence or Aggression as 'any incident in which an employee is abused, threatened or assaulted by another person in circumstances arising out of the course of his or their employment.' Such incidents must always be reported to phase leader/SLT. Parent/Carer Code of Conduct and compliance is reviewed to ensure adherence in order to support staff. **Incidents reported to phase leader/SLT, staff members physical and mental wellbeing considered and reporting and monitoring undertaken by SLT/governors**
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- **Lone working** - The school is open from 7.30am to 6pm on working days. Staff who choose to be in school outside these times should be aware that they are responsible for site security and must follow sensible 'lone working' practice eg have mobile phone with them, advise another member of staff what time leaving site and confirm when left. Lone Working policy under development.
- **Use of contractors** - Contractors for major contract/ construction work are selected on the basis of their inclusion in the LA facilities management scheme or through the schools own prior experience and knowledge of the contractor. Pre-tender quotes are taken along with health and safety method statements. The work of the contractor is regularly monitored for compliance with health and safety standards while the work is in progress and after completion.

The school checks to ensure that contractors hold the necessary levels of insurance (£2/5 million public liability) and provides contractors with relevant health and safety information e.g. asbestos register, incident reporting procedures, first aid provision, fire and other emergency procedures, lesson break times, access needs, security provision, vehicle movement, deliveries, parking arrangements, welfare and toilet facilities, eating and drinking facilities, storage, removal and transport of waste.

School contractors will always be reminded that they should have no contact with pupils.

- **Out-of-hours use of school buildings and facilities** – Two hirers on a long term basis,



only children attend the clubs and all parents/carers remain outside the building. Health & Safety procedures and considerations were discussed prior to the let commencing, LA lettings guidance adopted. PH Sports operate the Bitham Brook After School Service and school run clubs are held out of hours. Bitham Brook staff are on site for the duration of After School Service and clubs, to support in emergency situation or security concerns.

- **Vehicular movements on site** – Contractors/deliveries are not allowed on site during school drop off/collection, parent/carers vehicles are not allowed on site (unless prior permission granted by Headteacher/DH/FLW), one-way system in operation and speed limit, warnings given if parents/carers exploit. Clear signage, speed limits, speed bumps, clear pedestrian crossings marked and signposted accordingly. Car park exit gates are closed at end of the school day and only reopened once majority of children/parents/carers have left school site.
- **Vehicles - Use of private vehicles for work purposes** - When members of staff use their vehicles to travel to and from work this does not constitute a work activity. But using the car to travel to another place, e.g. collecting supplies or transporting pupils would, for most insurers, be classed as 'business use'. Staff are advised to check with their insurers and if they do not have the relevant 'business use' insurance, they are unable to use their vehicle for work purposes. The LA policy guidelines and documentation is adopted/completed by all staff using vehicles for school business.
- **Vehicles - use of private vehicles to transport pupils** - The car driver must be driving a vehicle which is roadworthy and insured appropriately for the activity. The driver must also understand the requirement for the use of seat belts and booster seats. The LA policy guidelines and documentation is adopted/completed by all parent/carers transporting pupils.
- **Use of minibuses** – NA at September 2024, but if school vehicle is used then will adhere to LA Minibus policy and ensure regular servicing, checks, drivers, insurance, carriage regulations and guidance will be adopted (see RightChoice for up to date info)
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- **Managing water hygiene** – Bitham Brook use the LA Facilities Management Scheme, regular monthly monitoring of water hygiene is completed and appropriate action taken accordingly. School to arrange flushing of water outlets on return from holiday (LA H&S rep to confirm period for which this is not required- Sep 2024)
- **Public performances** – Performances are risk assessed on an individual basis, we manage the risks involved in high volume occupancy events by limiting the size and location of the audience if the event is indoors (following all H&S fire regulations). We maintain a high level of adult supervision to manage events held on the school field.
- **Waste disposal** – Correct bins utilised for different types of waste, including disposal of PPE, infectious waste, cleaners trained by Direct Cleaning Services



- **Volunteer helpers** – duties, responsibilities and restrictions. Volunteer helpers are provided with an induction process which includes signing our Code of Conduct and guidance with regard to their duties and restrictions. They receive information from the Health & Safety policy, Code of Conduct, guidance over the use of social networking sites and safeguarding. Emergency procedures and GDPR summary are also shared with them.
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- **Work experience for pupils / students** - We do receive pupils on Work Experience Placements from nearby Secondary Schools, Colleges and Higher Education establishments. Individual risk assessments are completed for each placement, appropriate safer recruitment checks completed for individual concerned and placement arranged for appropriate aged children. Each person is met and briefed by a Senior Member of staff who carries out an Induction Process. This process includes:
 - Tour of workplace
 - Introduction to staff
 - Identification of any prohibited areas
 - Hygiene
 - Fire Alarm and Emergency Evacuation procedures
 - First Aid
 - Accident procedures
 - Absence procedures
 - Health and Safety Notices, procedures and their responsibilities
 - Signing in and out procedures
 - Sharing of Codes of Conduct for: Safe Practice, Use of Social Networking Sites
 - Child protection/Safeguarding Advice by DSL
- **High risk activities associated with the curriculum or school sponsored events** – Any high risk activity associated with the curriculum must be subject to a written risk assessment which outlines the risks and the control measures. This will be completed by the member of staff leading the activity and must be authorised by the Headteacher/Deputy Headteacher.
- **Use of personal electrical equipment** – See separate Acceptable Use Policy
- **Personal use of school equipment** – See separate Acceptable Use Policy
- **Personal food preparation facilities** - Staff must be mindful of the safety of others, especially our children, whilst carrying hot drinks in the corridors. When it is wet play all members of staff need to be aware of the need to release one another from their classrooms for a short comfort break. Members of staff are permitted to use the kettle, drinks machine,



refrigerator, toaster and microwave in staff room/office areas. 2 filtered water dispensers, to refill bottles are available across the school for staff to use, as well as children.

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- **Smoking and Vaping** – No smoking/vaping within the school site, all staff, visitors, volunteers, contractors advised of school policy.
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- **Snow and Ice**

Each year, adverse weather conditions may increase the risk of staff, parents and children suffering personal injuries as a consequence of slipping and falling on ice and snow.

The Health and Safety at Work Act 1974 and the Occupiers Liability Act place a responsibility upon the employer, so far as is reasonably practicable, that the means of access and egress from its premises are maintained in a condition that is safe and without risk to either its employees or other persons.

The approved code of practice which supports the Workplace (Health, Safety and Welfare) Regulations states that 'arrangements should be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some routes.....'

It is a popular misconception that an occupier cannot be held liable for failing to clear snow / ice, but can be held liable once an attempt at clearance has been made and then someone is injured. The true position is that an occupier can be held liable for 'failing to act reasonably' in order to prevent accidents.

Headteacher/Deputy Headteachers are accountable for ensuring that the means of access to their establishment is safe for both employees and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. It is recognised that it is not possible to remove immediately every piece of snow or ice. It does however, require those responsible for premises to exercise careful judgement and prioritise de-icing and salting of key access routes.

All reasonable efforts should be made to ensure that the establishment remains open as normal.

Schools should follow the LA guidance for severe weather events that culminate in closure.

Risk assessment - Headteachers must ensure that a risk assessment is in place, which covers the hazards associated with snow and ice on their premises.

The following recommendations are provided as a guide to typical arrangements which should be in place.

-Staff to be aware of their duties and responsibilities, it may be necessary for Cleaning /Caretaking Staff to start work earlier on a particular day to commence gritting. Bitham Brook grit the day before if snow anticipated and appropriate staff in early to clear pathways and grit.

-Adequate equipment is available (including salt /grit for de-icing, spreader and snow shovel)

-Clearance of a path approximately 1 metre wide from the site entrance(s) to the main building entrance. Pathways leading from car parking areas to buildings are cleared as a priority.

-Treat cleared paths with salt/grit to maintain a clear pathway especially where temperatures remain below freezing.

-Appropriate checks to be made to ensure continued safety – undertaken by SLT/Caretaker/SBM as required



- Consider the needs of any visitors with particular needs (elderly, disabled etc.) – reviewed on individual basis, Bitham Brook would rearrange meetings to minimise risk where appropriate

Where the Headteacher/Deputy Headteacher has concerns over the safety of certain external pathways, circulation routes, playgrounds etc, the affected areas are taken out of use. The area is marked clearly using signs/cones/tape to ensure everyone is made aware/ emails issued to advise affected parties.

If playgrounds remain in use, supervision levels are reviewed and increased appropriately.

All staff should be aware of the risk assessment in place for snow and ice and take responsibility for following the designated paths and access routes when such conditions exist.

Routes to school during severe weather

Staff are expected to report for work as normal. Where staff are unable to report to work (because of weather conditions, blocked roads, etc) they must advise the Headteacher/SLT of the situation without delay. The Headteacher/Deputy Headteacher will consider how such weather may affect the operation of the school e.g. transport difficulties in getting to school and the availability of staff and other services. The Headteacher/Deputy Headteacher will ring/email staff to notify a closure to pupils as early as possible. A nominated member of staff will put a message on the school website and email parents/carers. Staff are still expected to report to school during a closure unless attendance would be unreasonable or unsafe.

Cold weather

The Education (School Premises) Regulations 1996 set a standard of 18°C in teaching areas and 15°C in the hall/gymnasium, corridors, cloakrooms and toilets where the external air temperature is - 1 °c or above. Workplace Regulations recommends a minimum temperature of 16°C for office areas.

Failure to reach these temperatures is usually a maintenance issue, but where there is a mechanical breakdown which puts the heating system out of action for any length of time, consideration needs to be given to whether it is appropriate for the building to be occupied.

Any plans to provide emergency heating must be the subject of a risk assessment.

The Headteacher/Deputy Headteacher will also consider how such weather may affect school operations e.g. transport difficulties in getting to school and the availability of staff and other services.

Where immediate closure is required school will remain open until parents/carers collect their child/ren) and where it could risk safety through children returning to empty (possibly locked) houses it will be necessary to keep the school open because these risks are more dangerous than those associated with children being exposed to low temperatures. Staff would be required to work in such a circumstance. Closure for the next day where notice could be given to parents would then be an option if heating cannot be restored.

Notice published to parents (example)

EXTREME BAD WEATHER - ADVERSE WEATHER PROCEDURES

The following arrangements will take effect in the event of extreme bad weather: Unexpected Heavy Snowfall



If we have adverse weather, we will make every effort to keep the school open, including gritting the paths on the school site. However, the safety of children while at school and while travelling to and from school is of paramount importance.

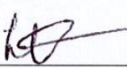
If we decide to close the school, a message will be displayed prominently on the school website <http://www.bithambrook.co.uk> and x (formerly known as Twitter) feed. Notices will also be displayed at both entrances to the school (if safe to do so). We will also send a Parentmail to all parents/carers who are registered with Parentmail® and who have provided us with up to date contact details. The school telephone will be manned or an answer phone message will be placed on it at the earliest opportunity. School will be open if enough teaching staff arrive to look after each class.

In such an emergency we ask that no child be sent to school until it is certain that the class will be open. Please check!



Model Policy for any School

- 11.3 Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held on RightChoice. This school adopts all of the guidance within the Manual, as applicable within the school, and to all staff.

Signed:  Signed: 
Headteacher Chair of Governors
Date: 17.10.24 Date: 17/10/24
Date of next review: _____ September 2025 _____

Signed: _____ Signed: _____
Headteacher Chair of Governors
Date: _____ Date: _____
Date of next review: _____