

Health and Safety Policy

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Contents

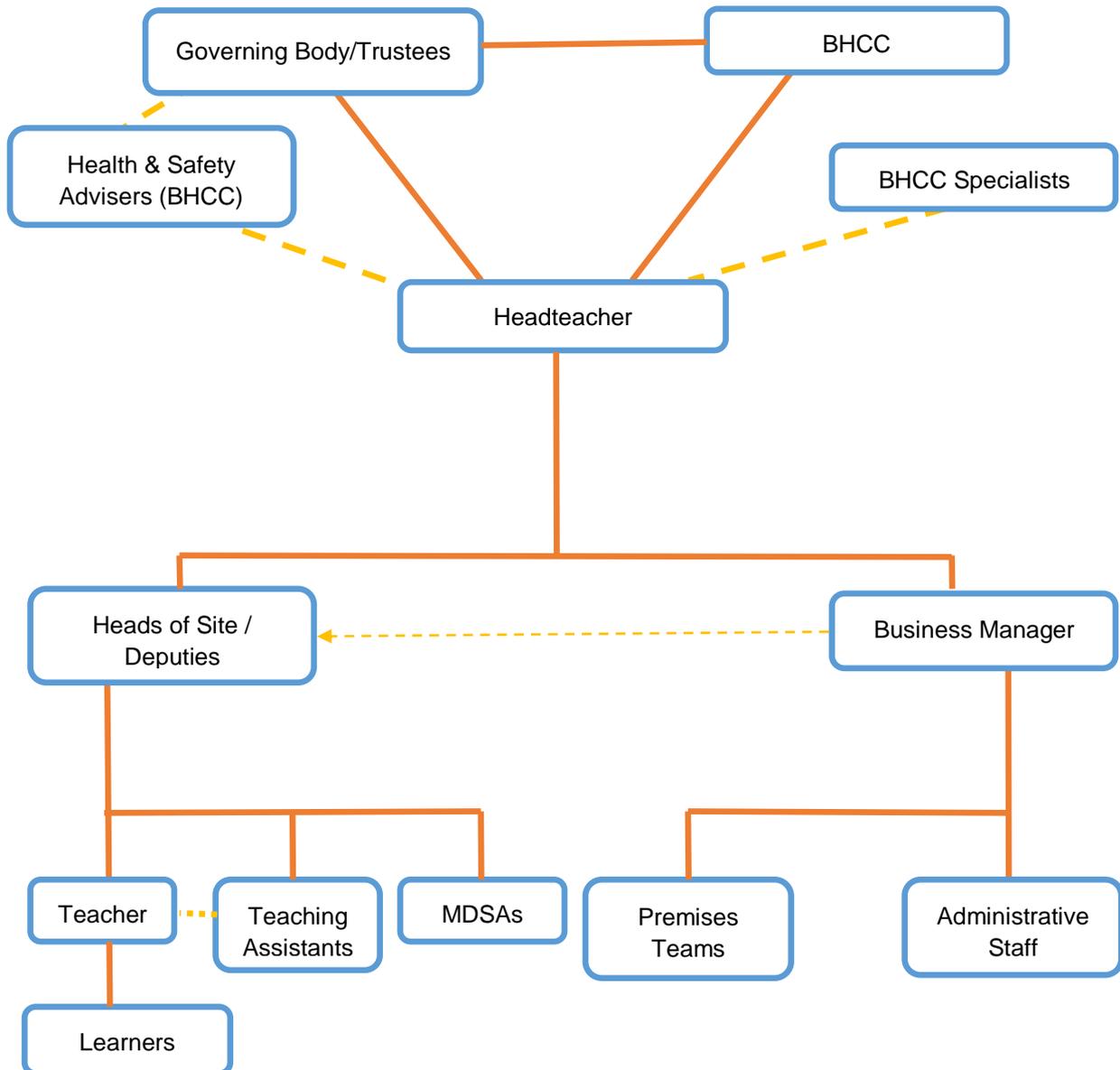
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1. General Policy Statement

- 1.1.** We believe that the health & safety of persons within our school and colleges is of paramount importance.
- 1.2.** Our intentions:
 - Prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.
 - Ensure that a safe and healthy workplace is provided and maintained for all our employees. This includes the provision of safe systems of work, safe plant and equipment and safe access and egress to the premises.
 - Adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.
 - People affected by our activities (including learners, visitors, parents, volunteers and contractors) are not subjected to unacceptable risks to their health & safety.
 - Ensure compliance with policy and guidance produced by Brighton and Hove City Council (BHCC).
 - Ensure adequate resources are identified for health & safety.
 - Ensure relevant health & safety issues are embedded within the curriculum at all levels where appropriate.
- 1.3.** These intentions will be achieved by the establishment of an effective health & safety management system at Downs View. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.
- 1.4.** Health & safety standards will be maintained only with the co-operation of all staff, learners and visitors.
- 1.5.** The effectiveness of the policy will be regularly monitored to ensure that health & safety arrangements are being implemented and that the people named in the policy are carrying out their duties. The policy will be reviewed annually and revised where necessary.

2. Organisational Health and Safety structure

2.1. Ultimately the responsibility for our organisation and activity rests with the Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



3. Arrangements for Health and Safety

3.1. Safety Responsibilities of Groups and Individuals

Group/role	Responsibilities
All Staff	<p>Responsible for their own health & safety and that of others in Downs View by the proper observation of school and college rules and procedures. Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8:</p> <p>'It shall be the duty of every employee while at work</p> <p>a) to take reasonable care for the health & safety of himself and other persons who may be affected by his acts or omissions at work, and,</p> <p>b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'</p> <p>'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'</p> <p>All staff shall:</p> <ul style="list-style-type: none"> • Attend and act in accordance with any relevant health & safety training identified to discharge their duties • Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the procedure. • Follow safe working procedures; • Be familiar with the general, emergency and particular safety rules that apply to their area of work; • Ensure that the classroom and other areas are tidy and good housekeeping standards are maintained; • Undertake a visual inspection of equipment prior to use and ensure that any portable electrical equipment they use is made available for testing; • Report defects to their line manager and make the equipment/area safe until the defect is dealt with.
Governing Body & Board of Trustees (for DVLSC)	<p>In their role as employer, will ensure, so far as is reasonably practicable, the health & safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.</p> <p>In order to discharge this responsibility, the Governing Body and Board of Trustees will:</p> <ul style="list-style-type: none"> • Ensure that the Local Authority's Health & Safety Policy is delivered; • Ensure that procedures are kept up-to-date and that arrangements are in place to ensure that all staff and learners are aware of and comply with them; • Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health & safety management systems, inspections and risk assessments) and

	<p>reactive monitoring (accident/incident investigation) and for rectifying identified faults within Downs View;</p> <ul style="list-style-type: none"> • Nominate a Health & Safety Governor/Trustee and maintain a Health & Safety committee (for Downs View School only); • Ensure there is adequate provision both in staffing, facilities and resources to allow Downs View to meet both its legal and moral obligations with respect to health, safety and welfare; • Receive updates on the school and development plan for health & safety from the PFB subgroup that has oversight of the Health & Safety Forum to enable the Governing body to monitor the adequacy of arrangements and take any action necessary (Downs View School governing body only); • Consider information, statistics and reports relating to health, safety and welfare matters; • Ensure appropriate performance management processes are maintained to enable all staff to discharge the duties and arrangements set out through this policy; • Consider and make recommendations regarding individual health & safety issues which have not been resolved at management level; • Implement where appropriate, Executive recommendations made by regulatory bodies e.g. OfSTED and the Health & Safety Executive.
<p>Executive Headteacher</p>	<p>Has overall responsibility for safety policy, organisation and arrangements throughout the school and colleges and will:</p> <ul style="list-style-type: none"> • Provide liaison with Inspectors and outside bodies concerned with safety and health: Local Authority, Department for Education (DfE) and the Health & Safety Executive (HSE) with regard to safety aspects; • Budget for safety and health matters; • Review the Safety Policy annually and when significant changes occur within the organisation of the school, and communicate these to all staff; • Develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice; • Ensure health & safety issues associated with major building projects are complied with; • Nominate specific staff with designated safety roles, e.g. First Aiders; Health & Safety Coordinator, Risk Assessors and ensure they receive appropriate training; • Ensure that statutory maintenance and inspections of fixed service equipment is undertaken; • Ensure the implementation and continued effectiveness of the schools safety management framework 'Team Safety' including aspects such as risk assessment, staff training, monitoring and supervision; • Ensure that all incidents are reported to the Health & Safety team within 5 days of the incident (especially before the end of

	<p>term); that necessary records of incidents are maintained and that incident data is monitored and reviewed to identify trends and remedial actions needed;</p> <ul style="list-style-type: none"> • Chair the Health & Safety Committee, or nominate a member of senior management team to undertake this activity; • Make an annual report on safety matters to the Board of Governors and Board of Trustees; • Ensure that health & safety is considered as an integral part of teaching and the course syllabi, both in preparation of new course submissions and in their reviews; • Identify staff training requirements to ensure compliance with legislative and good industry practice that relate to or affect health, safety and welfare; • Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health & safety matters outlined within the Safety Policy, School Codes of Practice or health & safety legislation; • Ensure that Safety Inspections are carried out at termly intervals, recorded and that necessary remedial action is carried out; • Develop and establish emergency procedures, and organise fire evacuation practices within the school and colleges; • Ensure health & safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation/usage etc; • Develop and adhere to safety procedures for operations carried out by staff and by outside contractors under their control. • Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments; • Have a general oversight of health and first aid matters. • Communicate and publicise safety matters as appropriate to staff, contractors, visitors, students (as appropriate.) • Ensure that all staff (including agency / cover workers) receive appropriate health & safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), any restricted tasks and activities; and an introduction to the H&S Policy; • Ensure that adequate numbers of staff are provided with appropriate training so that they can support the following management arrangements. <ul style="list-style-type: none"> ○ First aid. ○ Fire and emergency evacuation. <p>Complete the risk assessment list and guide and ensure that risk assessments are in place, regularly reviewed and information is communicated to relevant staff.</p>
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Business Manager	Will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout Downs View at any level if there is immediate danger, dangerous practice or breach of the law.
School Health & Safety Coordinator	<p>Responsible for the co-ordination of health & safety management and will:</p> <ul style="list-style-type: none"> • Make an annual report, in conjunction with the nominated Governor/Trustee and assisted by the Heads of Sites, on safety matters to the Headteacher, the Board of Governors and Board of Trustees • Assist with inspections and safety audits; • Investigate and advise on hazards and precautions (and seek assistance from the Health & Safety Team if the issue is outside their level of competence); • Develop and establish emergency procedures, and organise fire evacuation practices; • Have a general oversight of health and first aid matters; • Monitor the general safety programme on behalf of the Headteacher; • Make recommendations to the Headteacher for matters requiring immediate attention, e.g. changes to legislation, outcomes of safety inspections; • Make recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation; • Communicate and publicise safety matters as appropriate to staff, contractors, visitors, learners (as appropriate); • Liaise with outside bodies e.g. BHCC Health & Safety team; • Monitor accidents to identify trends and introduce methods of reducing accidents.
Educational Visits Co-ordinator (EVC)	<ul style="list-style-type: none"> • Engage in educational visit management in order to ensure that the Local Authority Off-site Guidance is followed; • Work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment; • Work with the group leader to ensure there is a 'plan B' in the event of adverse weather, transport issues, emergencies etc. • Use the online outdoor educational visits approval system 'Evolve' for all hazardous and residential trips; • Ensure educational visits meet the Local Authority's requirements; • Confirm adequate risk assessments have been carried out; • Support the Headteacher in managing and evaluating educational visits; • Confirm group leaders are competent and appropriate, including accompanying staff and volunteers; • Confirm that adequate first aid cover is provided; • Keep their EVC training up to date; • Ensure any incidents that take place on a trip are recorded and copies provided to the LA Health & Safety Team.

Head of Site & Manager within Support Departments	<p>Responsible to their line manager for the provision of safe working conditions for staff and learners and in particular to:</p> <ul style="list-style-type: none"> • Prepare reports on safety matters for the meeting of the Health and Safety Committee/Governing Body/Board of Trustees/Senior Management and Health & Safety Co-ordinator. • Attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health & Safety Co-ordinator; • Conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections; • Instigate and ensure that safety procedures are developed for operations carried out within their area of responsibility; • Ensure that all appropriate risk assessments are undertaken and communicated; • Ensure equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored and used safely; • Ensure staff have received the appropriate training to ensure they are competent to undertake their role safely; • Circulate communications relating to safety matters to staff within their control.
TLR and Curriculum Leaders	<ul style="list-style-type: none"> • Ensure safety procedures are developed and adhered to for operations carried out within the section, ensuring that these are in line with curriculum codes of practice issued by BHCC e.g. Science, Design Technology, PE, etc; • Update colleagues on any change in practice; • Issue safety guidance for their curriculum area; • Carry out risk assessments for their specialist areas. • Nominate (with their manager) teachers responsible for particular classrooms and the associated equipment; • Notify the Business Manager and Head of Site of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage; • Ensure safety inspections of their designated areas are carried out and ensure that hazards identified from those inspections are rectified.
Teachers	<p>Responsible to their Head of Site for the immediate safety of the learners in their classroom. Nominated teachers are responsible for their own classroom and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues. Additionally, each teacher will:</p> <ul style="list-style-type: none"> • Undertake and implement risk assessments for specific activities and ensure that safe working and emergency procedures are followed personally; • Provide safety information regarding the activity being undertaken prior to the activity commencing and during the activity, as and when required;

	<ul style="list-style-type: none"> • Ensure that special working procedures, protective clothing and equipment are provided where necessary and are appropriate for use. • Ensure that clear instructions and warnings are given to learners verbally and in writing as often as necessary, and as appropriate for the age and level of understanding of the learners; • Ensure they have attended any specific curriculum based/ health and safety training relevant to their role.
Teaching Assistants	Immediately responsible to the teacher whilst the class is in session; or otherwise their line manager.
First Aid Coordinator	<p>Responsible for supporting health and welfare issues and in particular should:</p> <ul style="list-style-type: none"> • Be responsible for attending to and monitoring learner or visitor illness/injury and referring learners to their own GP/doctor or hospital as appropriate; • Administer learner medication as outlined in the schools Administration of Medicines Policy • Maintain the first aid/ medical rooms and equipment; • Maintain storage for learner medication to ensure its secure but accessible as needed; • Monitor learner health records prior to entry and report/advise the class teacher of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy, allergies etc); • Assist in the monitoring of first aid equipment and boxes; • Assist in the development of health promotion activities; • Ensure adequate numbers of staff are trained in first aid procedures (to cover trips, sickness, etc) and co-ordinate the work of the First Aiders; • Ensure that the necessary records are maintained relating to administration of medicines and incidents/ accidents.
Site Manager	<ul style="list-style-type: none"> • Ensure that reports on health & safety matters with respect to the buildings and grounds are prepared; • Ensure that statutory maintenance and inspections of fixed service equipment are undertaken; • Ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate); • Attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health & Safety Coordinator; • Ensure all portable electrical equipment is tested on an annual basis; • Keep records of hazards identified on site by staff and the remedial action taken and when; • Ensure safety procedures/ method statements are developed and adhered to for operations carried out within the

	<p>organisation by their own site staff and by outside contractors under their control;</p> <ul style="list-style-type: none"> • When liaising with contractors, ensure they have had sight of the Asbestos Register; • Ensure equipment, including personal protective equipment is maintained in a safe condition and substances hazardous to health are stored in a safe place
Trade Union Safety Representatives	<p>In accordance with the Safety Representatives and Safety Committee Regulations:</p> <ul style="list-style-type: none"> • Represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace; • Investigate complaints by any employee they represent relating to health & safety and welfare at work; • Represent employees in consultations with inspectors of the Health & Safety Executive and of any other enforcing authority; • Receive information from inspectors; • Attend meetings of safety committees to which they are elected; • Inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. They may carry out additional inspections where there are substantial changes in work conditions.
Staff Liaising with Contractors	<p>A member school staff should be appointed as lead/ main point of contact for each contractor that works within Downs View. The Premises Manager has a responsibility to take appropriate action if they either observe the contractor/ their staff undertaking dangerous/ potentially dangerous working practices or have received a report of such behaviour/ practice. Such action could include reporting the matter and explaining what actions have been taken to the Headteacher, Head of Site and Business Manager. If the matter is not rectified satisfactorily then the Business Manager will report to the nominated Governor/Trustee and to the LA Health & Safety Team.</p> <p>Staff must ensure that a contractor arriving at site reports to Reception and that a nominated person informs the contractor of any hazards on the site e.g. providing access to the asbestos register. Approval must be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place to implement other council policies such as Safeguarding, Asbestos and the Management of Contractors.</p>
Learners	<p>With consideration of their age and ability each learner is responsible for their personal safety and that of their peers by</p>

	<p>proper observation of rules and procedures. In particular, each learner will:</p> <ul style="list-style-type: none"> • Observe standards of dress and behaviour appropriate to the working situation. • Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious. • Not wilfully misuse, neglect or damage things provided for safety.
Visitors	<p>The Headteacher, governors and trustees are responsible for health & safety of visitors, including contractors. All visitors are asked to sign in and sign out when they leave the premises. Visitors will be issued with and wear at all times a 'visitor' pass. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency. The Designated Safeguarding Leads will ensure that volunteers have the necessary safety information, please refer to the safeguarding policy</p>

3.2. Downs View School only – the **School Health and Safety Committee** (reporting to the PFB)

3.2.1. The School Health & Safety Committee representing the various groups within the School is comprised of:

- Heads of Site
- Member of the Governing Body
- 1 Member of senior management team
- 2 staff representatives (teaching and support staff)
- Health & Safety Coordinator
- Union Safety Representatives (1 representative from each of the recognised staff unions)

3.2.2. Where possible efforts are made to ensure as wide a spread of curriculum and support areas of the school are represented.

3.2.3. **Overall Function and Objective:** To provide effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed.

3.2.4. **Specific Functions**

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area covered by the Committee generally and to make recommendations/observations to the Governing Body accordingly.
- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/ safety representative level, or at section level.

- To develop policy to improve and maintain health and safety issues for staff and learners.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety and welfare matters.

3.3. Crisis Management

3.3.1. A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

3.3.2. Membership of the Crisis Management Team:

- Headteacher
- Head of Site
- Health & Safety Coordinator
- Premises Manager

3.3.3. Function of the Crisis Management Team:

- Act as the decision-making authority for the management of an incident.
- Develop the procedures and practices to be used for handling emergency situations and communicating these to all employees within Downs View.
- Establish and maintain a crisis management 'centre'. The 'centre' will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- Assess the nature, degree and likelihood of threats to the schools interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the schools personnel, facilities or assets.
- Test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

3.4. General Emergency Procedures

3.4.1. The summoning of emergency services is carried out by Head of Site or Person in Charge at Site. They will also contact:

- A member of the Senior Management Team - [for information]
- Deputy Headteacher - [if students are involved]
- Premises Manager – [for access/ to isolate electrical supplies etc.]

3.4.2. The councils Emergency Planning and Resilience Team will provide the school with advice, support and equipment and undertake a co-ordinating role

(where multiple teams respond,) and provide a single point of contact for other agencies. Contact details: Group email address is: epu@brighton-hove.gov.uk
Address: **Unit 11, Level 5 South, New England House, Brighton, BN1 4GH**
Main office number: **01273 296699**
Out of hours our Duty Officer can be contacted on 01273 292229

3.5. Fire Policy and Procedures & Bomb Incident Management

3.5.1. Downs View holds a site specific Evacuation Plan and Fire Risk Assessment. These documents outline the fire risks, how they are managed and the instructions to be followed in the event of an emergency.

3.5.2. In the event of a suspected bomb threat, the Crisis Management Team will liaise with the Police, LA and Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, learners, visitors, etc. by appropriate means. Any member of staff who receives information regarding a bomb on site must immediately inform the Headteacher or a member of senior management in their absence.

3.6. First Aid Procedure – (see also the council’s First Aid Standard)

3.6.1. Qualified First Aiders have completed the First Aid at Work 3 day initial training, followed by 2 day refreshers every 3 years and an annual ½ day refresher.

3.6.2. The named first aiders for the site are published on the Health & Safety Boards.

3.6.3. First aid boxes are kept in reception and in every classroom. The First Aid Coordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents/carers are expected to inform the school or college if their child has an allergy and a list of any such children is kept on Reception and in every register.

3.6.4. All injuries which come to staff attention, no matter how slight, are recorded in the First Aid Book and/or HS2 Incident form. There is a first aid book and “bump notes” available with all boxes to be completed by the person administering first aid. In case of doubt as to whether or not a learner’s parent should be immediately alerted, staff contact the class teacher or in their absence The Head of Site. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the learner may be sent to hospital to err on the side of caution. In these cases the learner will be accompanied by a member of staff.

3.6.5. Every parent will be informed of our First Aid arrangements each year.

3.7. Accident Recording and Reporting

3.7.1. In the event of an accident the following procedure is followed:

- Any equipment is turned off and the area is made safe (where possible)
- A call for help is made – including First Aid assistance.

- The qualified First Aider will judge whether the injury is of a minor or major nature. If minor the First Aider will provide appropriate treatment.
 - If a major injury an ambulance will be called immediately without undue delay due to attempting to contact parents or guardians.
 - If the injured person requires hospital treatment but an ambulance is not necessary, the Head of Site is responsible for arranging for a member of staff to transport the learner/staff to hospital.
- 3.7.2. The member of staff taking the injured person will:
- Stay with the injured person and return with them; or
 - Stay with the injured person until the parent/guardian arrives at the hospital and return to Downs View.
- 3.7.3. All staff report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details on the Incident Report form HS2. Learner accidents, depending on the severity are reported either via the Incident Sheets and Level 2 sheets or Incident Report form HS2. If the incident involves intentional violence/harassment or verbal/written abuse, it will be reported using the Violent Incident Occurrence Report Form HS3.
- 3.7.4. The Head of Site or Business Manager will ensure that the electronic forms are completed and emailed to the councils Health & Safety Team within 5 days. As the authority is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Health & Safety team are notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.
- 3.7.5. All accidents are investigated to prevent a re-occurrence. The investigation is recorded on Part B of the HS2 form. The Business Manager monitors accidents to identify any trends. The PFB also receive information on accidents on a termly basis. The Health & Safety team will investigate certain incidents/accidents following receipt of the form.

4. Health Issues

4.1. Smoking and Vaping – (see also the Council Policy0)

- 4.1.1. We have a specific legal duty to protect staff, contractors, visitors and the general public from the dangers of smoking and second-hand smoke (breathing smoke from other people's cigarettes). In an effort to reduce the risk to health from passive smoking, smoking is only allowed within the designated smoking areas.
- 4.1.2. Whilst the use of electronic or e-cigarettes, is not covered by the Health Act 2006, the manufacture of these devices is not regulated and there is evidence that the nicotine they contain can also include small quantities of toxic substances, some of which are carcinogenic. Trace amounts of other hazardous compounds and toxic metals have also been found in the vapour produced by these devices.
- 4.1.3. In view of this, and the fact that more research is needed before the long-term health effects of e-cigarettes is known, the council considers it is prudent, as part of its general duty to protect the health and wellbeing of its employees, to adopt the same approach to e-cigarettes as it does to the smoking of conventional cigarettes and other tobacco products. Therefore vaping is only allowed within the designated smoking areas.

4.2. Alcohol and Drug Abuse – (see also the Council Policy)

- 4.2.1. Staff attending work while under the influence of alcohol or drugs creates an unprofessional image Downs View and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.
- 4.2.2. Some drugs prescribed for medical reasons may impair judgment, induce fatigue and/or lower concentration. If staff feel they are affected when on medication, they must inform their line manager who will implement additional arrangements to safeguard the individual and those they work with.
- 4.2.3. Schools staff have access to the services of Occupational Health which includes access to staff counselling/ staff wellbeing advice.

4.3. Staff Wellbeing

- 4.3.1. Our health and safety at work is not only determined by the physical environment we work in, but also by the nature of our work, our emotional wellbeing, fitness, our relationships and issues from outside work that impact on physical and mental wellbeing. We consider staff wellbeing by:
 - running surveys for colleagues to feedback on issues and concerns
 - offering additional services such as Yoga and Reflection workshops
 - Offering a relaxed policy for special events requiring time off in term time.

- 4.4.** Where individuals are or could be affected by stress, staff should discuss the matter with their line manager or the Headteacher to seek ways of reducing the pressure at work. An individual stress risk assessment form
- 4.5. New & Expectant Mothers.** - (See also Council Policy)
- 4.5.1. Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.
- 4.5.2. Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children.
- 4.5.3. The following procedure is in place:
- Female staff (full and part-time) are required to inform their Line Manager and Human Resources as soon as possible in writing when pregnancy has been confirmed.
 - The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. The Risk Assessment will be reviewed throughout the pregnancy and if circumstances surrounding the pregnancy alter in any way.
 - The Health & Safety Coordinator can give advice at any stage of the process, but the general principles of common risk assessment will apply.
- 4.6. Infection Control** - (see also the Infection Control Standard)
- 4.6.1. From time to time infectious diseases will occur amongst learners and staff. The COVID-19 pandemic has shown us that good personal and general hygiene precautions are crucial to prevent the spread of infections and handwashing is the most important intervention in cross-infection. Refer to the Infection Control Standard for:
- Guidance on who to contact for help and advice in relation to communicable diseases at school and college
 - Basic information on common infections and diseases together with guidance on where to get further information
 - Information on the role of Public Health England.

5. Risk Assessment

- 5.1.** Risk assessment is a key part of our safety management arrangements and hazard control. Managers must ensure risk assessments are undertaken and information on identified controls are brought to the attention of staff and others who need to know.
- 5.2.** The following staff complete risk assessments for the areas highlighted below:
- Premises Head of Sites and Business Manager
 - Curriculum Heads of Sites, Lead Teachers and Curriculum Leads

- Off-site Visits Group Leader/EVC
 - Individual/specific Line Manager or if for a learner, the class teacher
- 5.3.** Managers must ensure that areas of work or activities that are deemed to be more hazardous have detailed and documented arrangements to minimise the associated risks and ensure these are communicated to staff and others who need to know. All staff must ensure the contents of risk assessments and any controls relating to their area of work are followed. Copies of these assessments are held in the classes' purple folders and on the Green Drive in the Schools Network.

6. Specific Hazards

- 6.1.** Schools and colleges are not generally considered as dangerous places to work in but they can still create risk of injury or to health. The hazards relevant to Downs View are detailed below along with the safe procedures put in place to manage the risk.
- 6.2. Work at Height** – (see also the council's [Work at Height Standard](#) within the A-Z H&S Standards and Guides page on BEEM – See section V- Z.)
- 6.2.1. Activities involving Working at Height are the top cause of fatalities and serious injuries in the workplace. Everyone has a responsibility to ensure activities are safely planned, those involved in working at height are competent and that risk assessments and controls are adhered to at all times.
- 6.2.2. All work at height must be properly planned and organised to ensure they are carried out safely. The hierarchy to follow is:
- Avoid work at height if at all possible
 - If work at height is unavoidable, control measures must be put in place to prevent falls
 - Where the risk of falling cannot be prevented, control measures must be put in place to minimise the distances and consequences of a fall.
- 6.2.3. The selection and inspection of suitable equipment is an essential control feature. Chairs, furniture or other equipment not designed for this purpose must not be used to work at height or access. The procedures set out in Brighton and Hove City Council's Working at Height standard will be followed for all work at height activities.
- 6.2.4. The Premises Team is responsible for ensuring arrangements are in place for identifying and managing all work at height activities.
- 6.2.5. Work at height activities will only be carried out by staff who are competent and **authorised** for the work involved and work will only commence when risk assessments and safe systems of work are in place and understood.

6.3. Vehicle Safety

- 6.3.1. Vehicles at work are a major cause of fatal and major injuries nationally every year. We have deliveries and waste collections on sites as well as provision of parking. All vehicle movements must be considered in relation to how traffic is managed. Detailed guidance is available via [BEEM A-Z](#) (Vehicle Safety in Schools) on issues to consider to ensure transport risks are managed.
- 6.3.2. Further information and support in developing your arrangements is available from: TransportProjects@brighton-hove.gov.uk and hometoschooltransport@brighton-hove.gov.uk
- 6.3.3. The Premises Team is responsible for ensuring vehicle safety arrangements are in place including risk assessments.

6.4. Asbestos

- 6.4.1. We have had an asbestos survey completed for the premises and staff will be informed of the locality of any asbestos containing materials and a record will be made that this has been undertaken.
- 6.4.2. Asbestos materials in good condition are safe unless fibers become airborne, which may happen when materials are damaged.
- 6.4.3. It is essential that where asbestos has been identified, staff follow safe working systems to ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos Policy where damage to an asbestos material has been identified.
- 6.4.4. The Premises Team is responsible for Asbestos management arrangements in the school, including ensuring all staff are informed of the arrangements in place and any responsibilities and procedures they need to know. They will liaise with contractors to ensure they are provided with relevant safety information and will be responsible for approving works to be undertaken in the school.

6.5. Legionella – (see also Council Policy on Legionella)

- 6.5.1. The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with statutory requirements.
- 6.5.2. A risk assessment has been undertaken and this will be reviewed on a bi-annual basis. Water temperature monitoring and sampling will be undertaken by the term contractor directed by the BHCC Compliance Manager, Premises Team. Other regular monitoring as directed by the risk assessment will be undertaken by the Site Manager / Caretaker. Legionella awareness training is mandatory for all duty holders with responsibilities for control or management of premises / water systems.
- 6.5.3. Further information on training can be found on the learning gateway.

6.6. Display Screen Equipment (DSE) – (see also Council Policy on DSE)

- 6.6.1. All staff who are DSE ‘users’ (use a computer continuously for one hour or more and have no discretion on using the equipment,) complete DSE e-learning and a Workstation Self-Assessment. Where health issues are raised, the assessment is reviewed by a DSE Assessor, Will Taylor. The DSE Assessor then completes a DSE Assessment on the individual.
- 6.6.2. All DSE users are encouraged to have an eyesight test every two years. An arrangement has been made with Vision Express via the council to give access to an online portal from which managers can download a voucher which entitles the user to an eye test for £15 plus up to £45 off any pair of glasses. Managers must sign the voucher to authorise its use.

6.7. Electrical Equipment

- 6.7.1. All staff are responsible for ensuring that they carry out a pre-use visual check and handle electrical equipment sensibly and safely. Any learner or volunteer who handles electrical appliances does so under the supervision of a member of staff who will also direct them.
- 6.7.2. An EICR (Electrical Installation Condition Report) is at least every 5 years. Faults identified by the EICR will be addressed in the timescales recommended. Health and Safety legislation requires that employers take reasonable steps to ensure the safety of electrical appliances in the work place. As part of providing this assurance we have a regime of PAT (portable appliance testing) based on Brighton and Hove City Council’s HS-G-65 ‘Electricity at Work’ Guide. Mandy Leppard and Conrad Coombs are responsible for maintaining accurate records of the testing, ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible for testing.
- 6.7.3. If there is any doubt about the safety of the equipment, it will not be used. Any potential hazards will be reported to reception and added to the site list immediately.
- 6.7.4. The Headteacher must be made aware of, and approve the use of any item being brought into Downs View by a member of staff, volunteer or a learner. Electrical goods not purchased and owned by the organisation or rented from a known supplier will not be used unless authorised by the Business Manager or the Headteacher. The Headteacher must be made aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations etc.

6.8. Machinery and Equipment

- 6.8.1. There is a list of all specialist equipment (e.g. Design Technology equipment) owned by Downs View and this is kept updated on the inventory system by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and learners.

6.8.2. Where manufacturers' instructions are not available, the Head of Department will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Coordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instructions will be exhibited close to the equipment or machinery to which it relates.

6.8.3. Hand tools are used under strict guidance and close supervision of the teacher or teaching assistant and counted in/out when used by learners. Such equipment – even simple items such as scissors – are stored away after use.

6.9. Manual Handling (see also Council Policy on Manual Handling)

6.9.1. All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received manual handling training. PE equipment may be moved by learners under clear instruction in the correct way to lift and handle items. There must always be at least two learners per piece of equipment or mat. Close supervision is maintained at all times.

6.9.2. A designated member of staff is responsible for undertaking risk assessments for manual handling tasks. All staff who are required to undertake manual handling or people handling activities will attend the appropriate training. Where lifting equipment/aids are provided, only those members of staff who have been trained in the use of the equipment and are authorised to use it may undertake the activity. Lifting equipment is checked every six months.

6.10. Housekeeping

6.10.1. The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Premises Manager undertakes an inspection whilst opening the site each morning to ensure that communal areas are free from trip hazards, etc. The Premises Manager reports all hazards, obstructions, defects or maintenance requirements that they have been unable to resolve to the Business Manager. It is the duty of all staff to be vigilant and aware of possible hazards. Spillages are dealt with immediately.

6.10.2. The sites are cleaned as per the cleaning schedule and are monitored by the Premises Manager/Nviro. All waste is disposed of according to appropriate health and safety guidelines.

6.11. Off-site Visits

6.11.1. An Educational Visits Coordinator (EVC) has been appointed. Downs View has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the Downs View and council policy on educational visits.

6.12. Hazardous Substances (see also Council Policy)

6.12.1. Responsibility for implementation of the COSHH Regulations, annual review and (where necessary) updating has been delegated to Subject Leaders

where technical considerations so require, i.e. in relation to Design Technology, Art and Science; and the Premises Manager. Downs View will hold a material/product safety data sheet for any hazardous substance used and a written risk assessment will be carried out.

6.13. Noise at Work

6.13.1. All members of staff need to be aware of “nuisance noise” and respect the needs of others. Common sense and courtesy by all members of staff, learners and visitors will prevent problems arising. Any member of staff or visitor detecting a potential problem will report immediately to the Head of Site or Premises Manager.

6.13.2. Machinery with the potential to create hazardous levels of noise will be maintained and inspected in accordance with the manufactures instruction to ensure noise levels are kept to a minimum. Noise will be considered as hazard within departmental risk assessments as appropriate.

6.14. Lettings

6.14.1. The Headteacher must be satisfied that the hiring organisation will use the Downs View premises in a safe manner. A signed, written letting agreement will be completed and copies kept. Copies of letting agreements are held in the administration office.

6.14.2. We will maintain the premises being let in a safe condition and communicate any unsafe conditions or hazards with the lessee. It is the responsibility of the lessee to ensure there are adequate first aid arrangements in place and to report any hazards/ defects or incidents involving the premises/ any leased equipment following our hazard/ incident reporting procedures.

6.15. Use of Minibuses and Other Vehicles

6.15.1. The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on Downs View business.

6.15.2. Under Brighton and Hove City Council (BHCC) policy, drivers of school minibuses must hold a license with a D1 category to drive a minibus. Drivers that have passed the driving test before 1st January 1997 will automatically have D1 entitlement. Drivers who passed their test after the 1st January 1997 are required to take the DSA Minibus PCV Test.

6.15.3. All drivers (whether driving a minibus or MPV) must undertake theory and practical Minibus Driver Training and Assessment, which is delivered by qualified DSA Approved Driving Instructors who also hold a PCV license.

- Minibus and MPV training and assessment must be retaken every 3 years.
- Drivers must be aged between 21 years and under 70 years (Drivers over 70 must have an annual DVLA PCV Medical Report Form D4 completed and signed by their GP and be assessed driving a minibus by a DSA PCV Approved Driving Instructor.

- The must have held a full driving license for at least 2 years. Managers and Headteachers should consider the implications of using a driver who may have a driving conviction and/or a fault claim as a potential risk.
- All schools who employ staff to drive a minibus must have a Section 19 Permit for each minibus.

6.15.4. Drivers of vehicles on the site are subject to all normal regulations including the wearing of seat belts. A speed limit of 5mph is imposed on vehicles on the site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

6.15.5. Procedures are in place to notify the Premises Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

6.16. Administration of Medicines

6.16.1. Downs View follows the council's Administration of Medicines Policy which is covered in the Downs View Administration of Medicines Policy. We maintain consent forms and records of medicines administered.

7. Training and Information

7.1. A training needs analysis is undertaken by Head of Sites and the Business Manager to identify the mandatory health and safety training required for each member of staff and is reviewed annually. The Headteacher/ Heads of Department will ensure that staff are released for this training.

7.2. All members of staff receive a comprehensive health and safety induction when they commence employment at Downs View. A volunteer will receive a specific induction relevant to the activities they are undertaking. If any member of staff feels the need for training they must alert their line manager or senior management team.

7.3. We have developed an agency/supply induction plan and this will be issued to all supply staff that includes health and safety information.

8. Monitoring and Reviewing Health and Safety

8.1. Health & Safety Standards are monitored by the Senior Management Team, the Board of Governors and the DVLSC Board of Trustees by the following:

- Health & Safety is part of the agenda of regular SMT meetings;
- The PFB Committee agenda, the Headteacher's report to the PFB governors and the Headteacher's report to the Board of Trustees all have health & safety as standing agenda items.

8.2. To maintain and improve standards throughout Downs View a termly premises inspection takes place and records kept. The sites are inspected by the Business Manager, the Premises Manager and the Head of Site.

- 8.3.** As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the council will complete a health and safety audit of Downs View School and Downs View Link College as part of a rolling programme. The action points identified through the audit will form part of the school development plan.
- 8.4.** Downs View acknowledges that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.
- 8.5.** We will monitor and update the Policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Board of Governors and the Board of Trustees

Appendix A - List of Useful Contacts in school and college

Contact	Number
Health and Safety Governor Health and Safety Trustee	Mitch Egan
Health and Safety Coordinator	Will Taylor
Educational Visits Coordinator	Jackie Hutchings / Samantha Hendy
Curriculum Coordinators PE ICT Science Literacy Numeracy Music	Stuart Johnson Chris Fisher Laureen Casement Julia Nicholson
First Aid Coordinator	Office Manager
Persons responsible for reporting Accidents/incidents	Jackie Hutchings Raul Ortiz Will Taylor
Trade Union Safety Representatives	Julia Nicholson Lou Rutter Mick Proctor
Health and Safety Committee	Julia Nicholson Lou Rutter Mick Proctor Will Taylor Jackie Hutchings Mitch Egan Rae Casoria Len Kroon Enzo Bray-Giovani

Appendix B - Record Keeping

In the previous sections, reference has been made to record keeping. There follows a list of those responsible for maintaining such records and where they are kept.

Records of	Produced by	Where kept
Accidents on Site	Those involved in the accident	Database/Office
First Aid administered	First Aiders & Appointed Persons	
Fire Risk Assessment	Headteacher/Staff	
Asbestos Management Plan	Headteacher/Staff	
Medicines administered	First Aider/Secretary	
Risk Assessments	Headteacher/Staff	
COSHH Assessments	Headteacher/Staff	
Electrical Tests	LA approved contractor	
Maintenance of machinery and equipment	LA approved contractor	
DSE Assessment	H&S Coordinator	
Manual Handling Assessment	Heads of relevant Departments	
Training of staff & students	H&S Coordinator	
Violent incidents	Staff involved in incident	Cpoms/Office
Testing of Equipment	LA approved contractor	
Accident Investigations	Staff involved in accident	
Noise Assessments	LA approved contractor	
Legionella testing	Site Manager/Caretaker and LA approved Contractor	
Monitoring Reports	H&S Coordinator	