

HEALTH AND SAFETY POLICY

2026/27

INTENT - INTRODUCTION

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work-related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety systems and control measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation. A nominated Governor checks that this is being effectively implemented.

ORGANISATION - INTRODUCTION

In order to achieve compliance with the governing body's 'Intent' the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

THE GOVERNING BODY

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created that promotes the correct attitude towards safety in staff and pupils.

- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds and resources are set aside with which to operate safety systems within the school.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's Health and Safety Policy and performance are reviewed annually.

THE HEADTEACHER

The Headteacher supports the governing body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their trade union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and activities undertaken (both in and out of the curriculum) are completed.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Ensure appropriate health and safety notices displayed as required.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
- k) Arrangements are in place to monitor the school premises and safety performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.

- m) A report to the governing body on the health and safety performance of the school is completed at least annually. At Russell Lower School this is completed termly at the Finance and Resources meetings.
- n) Co-ordinating and managing the risk assessment process for the school.

GOVERNOR RESPONSIBLE FOR HEALTH AND SAFETY

The role of this individual is to champion Health & Safety throughout the organisation and also within the governing body.

They are specifically responsible for:-

- a) Ensuring that there are adequate resources to manage health & safety management within the school and to enable training to be delivered when and as required
- b) Making policy decisions that cannot be made by others in isolation
- c) Being aware of results from proactive and reactive monitoring
- d) Ensuring that the Governing body is aware of current health and safety risks
- e) Leading by example. Ensuring that they attend relevant training and following the safety arrangements expected of all staff
- f) Being actively involved in managing safety standards throughout the school alongside the School Office Manager, The Finance Manager and Headteacher.
- g) Providing all necessary support and cooperation to the Senior Leadership Team ensuring that they have the necessary resources to fully implement any necessary measures
- h) Ensuring that the Health & Safety is reported to the Finance and Resources Committee.
- i) Reviewing this policy documentation annually or more frequently if there are significant organisational changes
- j) Ensuring that there is a review of the school's safety management arrangements. Sherryl Cousins is our external consultant for this.

THE SCHOOL HEALTH AND SAFETY CO-ORDINATOR – Mr Martin Clarke

- a) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- b) Making provision for the inspection and maintenance of work equipment throughout the school.
- c) Keeping records of all health and safety activities.

- d) Advising the headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- e) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- f) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- g) Unsafe conditions being reported and dealt with to agreed timescales.

TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes the Deputy Headteacher, Subject Leaders, Phase Leaders, Teaching staff, Midday and Aviary Club Staff, Clerical Managers/Supervisors and Site Agent. They must:

- a) Apply the school's 'Health and Safety Policy' to their own department or area of work and be directly responsible to the headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the school's Health and Safety Governor or consultant.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them. Or refer matters further to the Headteacher or School Office Manager any problems to which they cannot achieve a satisfactory solution themselves, with the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.

SPECIAL OBLIGATIONS OF CLASS TEACHERS AND LEARNING SUPPORT STAFF

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher.

OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

At Russell Lower School all children are taught about the 'Russell Rights' and that the primary right (before all others) is the 'Right to be safe' and through assemblies, lessons and participation in school life the children learn many different ways to do this.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

At present, there are no Health and Safety Union reps at Russell Lower.

The school consults staff through regular team meetings, INSET, training and weekly briefings, as well as specific meetings arranged to address any issues raised. The first item on every week's briefing is: Health, Safety and Well-being item.

PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to the office manager and Headteacher.

The school accident book is held in the main school office. The school uses the CBC AssessNET online accident management system for recording accidents and incidents. the school AssessNET administrator is Office Manager.

The Headteacher is responsible for ensuring that a thorough investigation is undertaken of serious accidents and the HSE are notified under RIDDOR where applicable.

Accident reports identifying trends in accidents/incidents are provided to Governors on a termly basis as part of the Health and Safety report.

Asbestos

The Headteacher is ultimately responsible for the CBC Asbestos 'Log Book' and web-based asbestos management programme, although the Site Agent and Finance Manager manages this on a day to day basis. The asbestos register is held in the school office. All contractors are required to sign the permit to work in the asbestos register prior to starting any work on the premises.

Staff are instructed to not to drill or affix anything to walls, ceilings etc., without first obtaining approval from the Site Agent. Staff should report damage to asbestos materials to the Office Manager, Finance Manager or Site Agent.

See CBC Asbestos Policy.

Audit

The Headteacher, school office manager and site agent will carry out at least termly inspections of the school and report back to Governors.

Health and Safety will also be reported to the Governors on a termly basis.

The Finance and Resources Committee will receive these reports and also be responsible along with the Headteacher for tracking progress on any health and safety action plan/compliance plan.

Behaviour Management/Bullying

See separate Behaviour Policy and Positive Handling Policy.

Where there has been an incident of violence and aggression against a member of staff this should be recorded on a CBC accident and incident form.

Staff training will be provided to staff that are required to positive handle pupils.

Catering

All school meals are provided by Caterlink an external provider. Caterlink are responsible for ensuring that kitchen staff are appropriately trained and records of training kept for examination.

The school is responsible for the servicing of equipment and annual clean of the kitchen canopy and maintenance and repair of the general structure of the school kitchen. The kitchen manager should report any issues in relation to equipment or structure to the school office manager.

Caretaking and Cleaning

The school employs a Site Agent who lives on site.

The Site Agent manages the cleaning staff at the school and is responsible for training cleaners on safe use of chemicals and supervising their work.

Where the school employs young persons (under the age of 18) the Office Manager will complete a young person risk assessment, as appropriate.

The Site Agent is responsible for opening and locking up the school.

Contractors

The Headteacher shall ensure that the management guidelines regarding contractors are adhered to at all times. The school buys back into the CBC property services contract.

The school will follow its duties under CDM Regulations www.hse.gov.uk/cdm. With regard to building management projects.

Curriculum Safety (including out of school learning activities)

Risk assessments to be completed for all school work activities including those off site, specification of staff qualification requirements to teach certain activities – refer to CBC guidance Physical Education and Good Practice, Association for Physical Education – www.afPE.org.uk, CLEAPSS (Science), DCFS, DATA (Design & Technology). Russell Lower School uses the Evolve system operated by CBC.

Display Screen Equipment

Information on the risks associated with DSE will be provided within induction for appropriate staff.

DSE users will have their work stations assessed annually by the Office Manager, or following an office move. The school will provide equipment and adjustments as identified by the risk assessment.

The Office Manager will ensure DSE assessments are completed for all DSE users annually or following an office move.

Educational Visits and Journeys

All educational visits and journeys are required to be approved by those trained as EVCs, Headteacher, Deputy Headteacher or nominated Phase Leader, who shall ensure compliance with the Educational Visits and Journeys procedures. Risk assessments for all visits are the responsibility of the person organising the trip, and should be signed by the Deputy/Phase Leader and Headteacher (via Evolve).

Teachers are responsible for collecting all medication and first aid trip for a trip. The office staff will prepare the medication etc. for the trip.

The educational visits and journeys coordinator must be informed of the trip at least 4 weeks beforehand.

Refer CBC Educational Visits and Journeys Policy

Electrical Equipment (fixed and portable)

The Headteacher will ensure that testing, inspection and maintenance of equipment as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rest with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable shall be taken out of service, adequately labelled, locked away and the defect reported to the Headteacher, Site Agent or Finance Manager who will arrange for their repair or replacement.

The Finance Manager will ensure that all electrical equipment brought into the school from other sources e.g. on loan, or during a letting, has the appropriate PAT test certificate.

The five-year fixed wiring examination will be arranged through Central Bedfordshire Council. The Finance Manager will be responsible for ensuring that any remedial work from the portable and fixed wiring tests are actioned.

Fire Precautions and Emergency Procedures

Full details of evacuation refer to Fire Procedures.

The Headteacher is the "responsible person" under the Fire Precautions (Fire Safety) Order 2005.

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill. All staff will be provided training, at least annually, on the emergency arrangements.

Fire Wardens will receive training for their role and this is to be refreshed every 3 years

The fire alarm shall be tested once a week by the Site Agent. The fire evacuation drill shall be carried out once a term as instructed by the Headteacher and a record kept in Fire Log book.

Staff are required to report defects or missing firefighting equipment to the Site Agent immediately.

Fire exits, routes and firefighting equipment shall not be obstructed at any time.

The site agent is responsible for the following fire safety checks:-

- Daily fire exit check
- Weekly fire alarm check
- Monthly fire extinguisher check
- Monthly fire door check
- Monthly emergency lighting check

A record of these checks should be recorded in the Site Agent Checks folder which is held in the front office.

The school Finance Manager is responsible for arranging the Fire Risk Assessment and for ensuring this is reviewed regularly, and with Fire personnel where required.

The Headteacher is responsible for ensuring Personal Emergency Evacuation Plans (PEEPS) are completed for staff or pupils with a disability.

The school has in place a Business Continuity/Critical Incident/emergency/disaster recovery response plan. This is updated by the Finance Manager.

The school has a separate lockdown procedure in place. This is found in the staff handbook and is reviewed each year.

If there is an emergency in a classroom or outside then the class teacher should give a RED CARD to 2 students to take to the office. The office knows that if a red card is presented they must act quickly to support the teacher.

Refer Bedfordshire and Luton Fire & Rescue Services website www.bedsfire.com

First Aid

A list of trained first aiders and the location of first aid boxes is available in the medical room and/or in the foyer.

The Office Manager is responsible for the first aid shall ensure that the contents of the first aid boxes are replenished as necessary and comply with the contents laid down within the regulations.

All first aiders and staff shall ensure that accidents are reported promptly to the responsible first aider.

All incidents that require first aid are recorded onto medical tracker by the school office.

The Office Manager is responsible for ensuring first aid training is kept up to date.

Gas Safety

Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched and locked off when not in use. Ensure the gas supply is isolated in the event of an emergency.

Grounds Maintenance

The maintenance of the grounds is undertaken by an external contractor managed by the school Finance Manager.

The contractor signs in /out in Reception and records work undertaken in a School Grounds Maintenance Log Book held in Reception. The contractor will provide details of any treatment (pesticides) etc. on the school grounds and copies of COSHH assessments for these substances and these will be stored in the Grounds Maintenance Log Book.

Hazardous Substances

Other substances used by the cleaning staff have been risk assessed and substances that are less hazardous and more environmentally friendly have been chosen where ever possible. PPE has been provided where identified by the risk assessment process.

The Site Agent is responsible for obtaining the material safety datasheets for the cleaning substances and ensuring cleaning staff have received training in chemicals and how to use them, a record of this training will be held in the COSHH manual.

Appropriate PPE will be provided to cleaners where identified by the COSHH assessments (gloves etc.)

Inclusion

The school will plan for and have assessments in place for SEND pupils, making reasonable adjustments.

The school's SENDCO, is responsible for ensuring these assessments are undertaken and staff are suitably informed and trained to be able to support SEND pupils safely and effectively.

Lettings/shared use of premises/use of Premises Outside School Hours

The Office Manager is responsible for management of lettings at the school (see separate lettings agreement/policy).

The lettings agreement covers fire and emergency arrangements and the booking form is completed before the letting and/or annually.

The Site Agent is responsible for informing the lettings of the emergency procedures for the building and securing the building after lettings.

Lone Working

Staff should make the Site Agent aware if they are working alone on the site after 6pm, or during the school holidays.

The Site Agent, Office Manager or Headteacher will monitor lone working procedures during the school holidays.

Managing Medicines

The school has a separate Managing Medicines Policy in place.

All medication (with the exception of inhalers), including Epipens are stored in the First Aid room next to main school office. Medication is only administered by trained staff and is recorded.

A medical consent form must be completed by the parent/carers for all medication.

The schools Managing Medications coordinator is the Office Manager.

Some children will require health care plans and the Office Manager is responsible for ensuring these health care plans are in place and kept up to date and shared with staff.

The school office prepares all medication for school trips. Teachers must collect and return medication for a school trip from the main office.

Maintenance and Inspection of Equipment

The school buys back into the CBC property services core service who arrange periodic inspection, examination and testing of plant and equipment by external competent persons as per the school's planned preventative maintenance schedule. The Finance Manager and Site Agent are responsible for retaining all records of inspection, service and testing in a central location.

Any serious deficiencies from any competent person reports should be reported to the Governing body.

Users of equipment should carry out a visual check before each use and report any defective equipment to the Site Agent and not use this equipment until repaired and replaced.

School staff should report any hazards or faults in the site agent maintenance log book held in school office.

See CBC Planned Preventative Maintenance Guidance.)

Manual Handling and Lifting

Wherever reasonably practicable, manual handling will be avoided, using mechanical lifting methods instead. A trolley has been provided for staff to use to avoid manual handling injuries.

Manual handling risk assessments will be undertaken for standard activities that the Site Agent undertake.

Most staff just require basic training on principals of safe lifting and this will be provided as part of INSET, training and briefings, but those who do more manual handling will receive manual handling training e.g. Site Agent. *(Refer CBC Manual Handling Guidance).*

Outdoor Play Equipment

Outdoor and indoor play equipment will be examined annually by a competent contractor.

The site agent will check the condition of the outdoor play equipment weekly and record on a checklist. Midday supervisors and other staff should report any defects to the site agent.

(Ref Education Specialist Workforce Development Officer for PE & Sport – 0300 300 9167).

PE Equipment

The PE Subject Lead is responsible for instruction and training for staff/pupils on PE equipment.

The hall PE equipment is inspected annually by an external contractor.

Faulty equipment is reported to Site Agent and Finance Manager and should not be used until repaired or replaced.

Accidents involving PE equipment should be reported following the school's accident reporting procedure.

The Office Manager is responsible for keeping records of PE equipment inspections.

(Education Specialist Workforce Development Officer for PE & Sport – 0300 300 9167).

PPE

PPE will be determined through risk assessment and, where provided, checked and maintained by the Site Agent.

Risk Assessments

Risk assessments have been developed for the range of activities undertaken by the school. These assessments form the basis of these arrangements and how Health & Safety risks are managed throughout the school. The risk assessments are reviewed regularly, or when there is a change in circumstance.

Controls identified from completing risk assessments, that cannot be dealt with straight away, will be included within an action plan so that they are implemented in priority order based on risk.

School Transport

Central Bedfordshire Council are responsible for providing transport to some pupils that attend the school. CBC will ensure private taxis meet the relevant road safety and safeguarding standards. The same taxi driver brings in the same pupil each day and walks them to the classroom/office and waits in the playground until they go in and collects them the same at the end of the day. CBC should carry out random checks on the taxi company to ensure they have the relevant car seat in place for the child.

Security/Violence

The school is open between 6.00am and 6.00pm and can remain open in the evenings, weekends or school holidays for lettings, by prior arrangement.

The school has a security alarm installed and CCTV.

Site Maintenance

All staff have responsibility for reporting hazards to the Site Agent via the hazard report book in main school office.

The Site Agent is responsible for the upkeep and maintenance of the school buildings and raising issues to the Headteacher and Governing Body that cannot be addressed locally.

Smoking

(See staff handbook) School is a no smoking site. Smoking includes e-cigarettes that should not be used on the school premise and grounds by staff, parents and visitors.

Staff Training & Development

All new employees shall be provided with induction training appropriate to their health and safety needs. This is usually provided by the Headteacher or Office Manager and works through a 'tick list' to ensure all essential matters are covered.

In the case of volunteer helpers, it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them, following a volunteer induction which includes Child Protection and Safeguarding Policy and the Volunteer Protocols.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place. This will usually be provided by The Office Manager or Class teachers. A visitor leaflet with the information is also provided on anyone's first visit.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Headteacher.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

Stress

Russell Lower School has a Health, Stress and Well-being policy which should be referred to. This has been developed in consultation with staff and via the Well-being and Resilience Group which includes: a governor, the Headteacher, teachers, club and midday staff and learning support assistants. This group meets at least termly and has an action plan in place to guide its work. In addition, CBC has its own stress management guidelines.

Swimming

The school accesses swimming as part of the curriculum and risk assessments are completed for this. The school follows CBC Health & Safety Guidance, Association for Physical Education, details of arrangements in place for use of pool, risk assessment, supervision, first aid, and pool-side.

Visitors

Visitors are requested to be accompanied at all times unless DBS checked and follow the DFE safeguarding guidance – Keeping Children Safe in Education.

Visitors sign in at Reception and receive a visitor's lanyard. The school's emergency procedures are explained. Non-DBS visitors are escorted to the correct school location by a member of the office team, or held in the lobby area until they are collected by a member of staff.

Work Experience

The school does allow pupils from other schools on work experience.

The Headteacher oversees all work experiences and completes appropriate paperwork and risk assessments in line with schools and colleges requirements.

Working at Height

The Site Agent is responsible for undertaking WAH risk assessments.

The Site Agent has attended working at height training. The Site Agent is responsible for completing ladder safety checks. (See Site Agent Checks folder)

Arrangements of Monitoring and Evaluating the Policy

Governors will review the H&S policy annually or following any major changes/incidents since the last review.

Appendix 1

The school is organised as shown below:

