



Health and Safety (Premises) Policy

2024-2025

1. Introduction

1.1 The health, safety and welfare of all the people who work or learn at our school, or visit our school, is of the utmost importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Trust and Local Academy Committee (LAC), along with the Local Authority (LA), takes responsibility for protecting the health, safety and welfare of all children, members of staff and visitors.

2 Statement of Intent

2.1 The Headteacher fully accepts his responsibility under the “Health and Safety at Work Act 1974” to provide the resources to ensure the health, safety and welfare of both staff and pupils.

2.2 The School is committed to identifying, eliminating or controlling any hazards encountered in the school or on the site.

2.3 The Headteacher and LAC will monitor this Health and Safety Policy and review it annually, or before if necessary.

2.4 The School is committed to the safety of others not employed by the School including pupils, LAC members, visitors, parents and contractors who may be affected by the activities of the School.

2.5 All visitors and contractors are requested to report accidents or incidents to a member of school staff.

2.6 This Policy will be communicated to all members of staff via email or, in the case of staff who do not have internet access, through distribution of paper-copies, and through induction training for new staff.

2.7 This policy was approved by the LAC of Barnard Grove Primary School:

Signed: Headteacher Date:

Signed: Chair of LAC Date:

3 Roles and Responsibilities

3.1 LAC members are responsible for ensuring that the School has a suitable Health and Safety Policy approved and in place. LAC members ensure that the Policy is adhered to by delegating this duty to the Headteacher. In addition, LAC members may include health and safety monitoring when visiting the school, particularly during planned learning walks. The Link LAC member for health, safety and welfare is Mr. Paul Mason (Vice Chair of LAC).

3.2 The Headteacher retains overall operational responsibility for ensuring the health, safety and welfare of all employees as well as the health and safety of pupils, visitors, parents and contractors. The following duties normally relate to the Headteacher but any of them may be delegated to appropriate staff. However, even if duties are delegated, overall responsibility rests with the Headteacher to ensure they are carried out effectively.



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Headteacher duties include activities organised on behalf of the school but being undertaken away from the school site, for example educational visits.

3.3 The Headteacher will:

- take day to day responsibility for all health and safety matters affecting the school;
- ensure effective communications on health and safety matters exist between the school and the Trust's Central Team;
- ensure compliance with health and safety law;
- provide the LAC with regular reports on matters affecting health and safety within the school, via Headteacher's Report;
- together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken (where appropriate, risk assessments will be reviewed and re-written each time an activity, journey or visit is planned. These will be stored to form a basis for each new assessment);
- provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of;
- maintain first aid and accident reporting systems that are suitable for the school;
- evaluate the need for health and safety training for school staff and arrange for its delivery;
- bring to the attention of the Trust and LAC, any matter of health and safety that can not be resolved or is of substantial or imminent danger to any person;
- liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed;
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained;
- ensure adequate fire drills are carried out and their results recorded;
- ensure that all corporate procedures regarding health and safety are met e.g. the procedures for the management of asbestos.
- keep the School's Health and Safety Policy under review and bring any amendments to the notice of all staff;
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;
- ensure that the school has access to competent health and safety advice;



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- ensure COSHH assessments have been carried out, are kept up to date, and the assessment sheets are available to staff who need them.

3.4 All employees are to be familiar with this Policy and:

- ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors;
- co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;
- report any unsafe practices which come to notice;
- participate with the School to improve the standard of health and safety;
- take positive action to protect their own health and safety and that of others, as far as they are able to do so. This includes personal conduct on site;
- make themselves aware of and obey rules and procedures relating to their work and to report any associated hazards or difficulties;
- assist the Headteacher, and all other key personnel advising to the School, to carry out their duties;
- not to interfere with or misuse anything provided in the interest of health and safety;
- use equipment only when trained to do so;
- ensure that all safety devices on equipment are in place and in working order before use;
- wear and use correctly all personal protective equipment (PPE) which is issued and to ensure that replacements are secured when such PPE is lost, or becomes damaged or defective;
- if they are involved in a situation that has resulted in injury, or could have resulted in injury, they must report this to the Headteacher as soon as possible;
- if they are unsure of anything, ask the Headteacher for clarification.

4 Health and Safety Arrangements

4.1 In an emergency, dial 999 to be connected to the appropriate service.

4.2 Risk assessments will be undertaken by the appropriate person to ensure any activity that takes place, either on or off school site, is assessed for potential hazards and deemed safe. If hazards are apparent, this may involve putting control measures into place to reduce the risk to an acceptable level. If the risk cannot be reduced to an acceptable level to ensure the safety of all those involved, then the activity will not be allowed to go ahead. Risk assessments will be undertaken in conjunction with the Headteacher or nominated representative.



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- 4.3 Where appropriate, risk assessments will be reviewed and re-written each time an activity, journey or visit is planned. These will be stored to form a basis for each new assessment.
- 4.4 An accident is any unplanned or undesired event, which causes or might have caused injury to people, or damage to property, materials or the environment. Such occurrences shall be investigated to determine the route cause of the incident, and reported on the Corporate Safety Incident Report form (SIRf).
- 4.5 Following an accident, all necessary steps shall be taken to ensure that the area is safe and will not cause a re-occurrence of the incident.
- 4.6 All accidents shall be recorded in the accident book, with the completed strip placed in a secure location.
- 4.7 All accidents shall be recorded on the SIRf form, which in the case of serious incidents must be then uploaded onto B-Safe by a senior member of school staff.
- 4.8 The fire alarm consists of a series of smoke and heat detectors and break glass units which will activate the fire alarm if either is triggered. If the fire alarm is activated during the school day, all personnel will be expected to evacuate the building to the designated assembly points.
- 4.9 Emergency lighting is inspected periodically by Hartlepool Borough Council Neighbourhood Services department.
- 4.10 The Site Manager is responsible for ensuring the fire alarm is tested on a weekly basis and the results recorded on a log sheet. The School will ensure that the system is periodically checked by a competent person.
- 4.11 **The Fire Brigade no longer attend alarm activations between 8:00am and 5:00pm, Monday to Friday (excluding Bank Holidays) unless a backup call is received from the premises via the 999 system confirming there is a fire (regardless of the fact that the alarm system is linked to a monitoring centre/Fire Brigade).**
- 4.12 Fire extinguishers are provided throughout the building and are maintained annually. Staff who are responsible for children's safety are **not** expected to attempt to fight fire. Their responsibility is to ensure the speedy and safe evacuation of children and staff and their subsequent wellbeing whilst outside. Only when pupil wellbeing is secured should any member of staff consider fighting a fire in order to preserve property.
- 4.13 When working after hours, any extinguisher-trained member of staff **may** attempt to use an extinguisher provided they have judged it safe to do so. Preservation of life must always take precedence over preservation of property.
- 4.14 In the event of fire evacuation, each member of staff is responsible for evacuating the area in which they are working and for ensuring that any service users in the building accompany them to the designated assembly point. Evacuation includes checking toilets, kitchen areas and any gardens areas. Staff are not expected to put themselves at risk to complete any activity.
- 4.15 When groups e.g. training groups are taking place in the building it shall be the responsibility of the group facilitator/leader to ensure that the safety procedures are explained to the group members and for the evacuation of the group from the building.



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4.16 Fire evacuation drills take place termly and are recorded on a log sheet with any appropriate comments. An analysis of each evacuation drill is conducted after the event to ascertain if any additional control measures need to be implemented. The following points must be adhered to in the event of an evacuation (**for more detailed information, refer to Appendix 1**):

- Staff, pupils and visitors must leave by the nearest safe exit.
- **The lift cannot be used (it will automatically lock and return to the ground floor)**. Should a person not be able to access the stairs, during an evacuation, then they must move to the nearest refuge point (situated at the top of each flight of stairs) and call for assistance.
- No person should deviate from the evacuation to collect personal belongings.
- A roll call must be undertaken and any missing person be reported to the Headteacher or nominated representative who will inform the fire brigade of any missing person.
- Children should be encouraged to line up quietly and sensibly.
- Entry back into the building will only be allowed upon authorisation from the Headteacher or nominated representative.

4.17 Personal Protective Equipment will be provided at the expense of the school where necessary to reduce the risk of identified hazard(s) and ensure a safe system of work is implemented.

4.18 Both new and existing equipment will be sufficiently designed, constructed and installed so as to be safe and without risk to the health and safety of employees.

4.19 Safe Systems of work are utilised and up-dated to ensure that any employee who is conducting maintenance is protected against foreseeable hazards.

4.20 Planned maintenance occurs and associated records are kept, e.g. PAT testing. **Any electrical items brought into school, with the intention of being used, must be PAT tested by the Site Manager before use.**

4.21 All statutory testing occurs as a minimum standard with the associated records being maintained.

Lone Working

4.22 Lone working occasionally currently occurs at the school. A lone working risk assessment must be completed to assess this hazard. The remedial actions signified by this lone working risk assessment shall be used to produce the required safe working procedures. Where information, instruction and training are specified as a required remedial action it shall be given to the relevant employees.

4.23 Manual handling operations shall be subject to a risk assessment. The remedial actions signified by this risk assessment shall be used to produce the required safe working procedures. Where information, instruction and/or training is specified as a required remedial action, it shall be given to the relevant employees.



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4.24 Staff who are designated as 'users' of display screen equipment will be required to complete a risk assessment for its use. Equipment provided will be fit for purpose and fully adjustable to minimise the risk of injury to the user.

4.25 The School will ensure that the buildings, environment and related facilities are maintained to the required standards and will be safe, comfortable and conducive to effective working, teaching and learning. This includes: the fabric of the building, temperature, ventilation, air purity, water purity, lighting, sanitary conveniences and noise. All staff are required to co-operate with the School and Hartlepool Borough Council in the maintenance of all facilities. In addition to this, the electrical equipment which forms part of the facilities and the working environment are properly maintained examined and tested by a qualified electrician on a regular basis using safe systems of work. Staff therefore must not carry out any maintenance or interfere with any electrical equipment without prior training. Personal electrical apparatus must not be used unless first tested for electrical safety by trained staff.

4.26 It is the responsibility of all employees to ensure the health and safety of themselves and others by obeying this Policy and the Hartlepool Borough Council Corporate Policy. Staff are also asked to take responsibility for aspects of their own work environment, such as:

- Ensuring that their workspace is free from hazards at the start of each day.
- Putting equipment away after use and keeping storage units closed when not in immediate use.
- Ensuring that pedestrian walkways are kept clear to minimise the risk of slip and trip hazards.
- Ensuring that waste is placed in the correct receptacles, and that: these are not used until they are too full to move, and that they do not overflow.
- The reporting of any spillage of liquid or solid, especially if this is adjacent to or near to a passageway or set of stairs.

4.27 The School aims to provide a secure working and learning environment for everyone. The following security measures are in place and must be adhered to:

- The Site Manager carries delegated responsibility for the implementation of school security procedures.
- All external doors are secured during the day to prevent any unauthorised entry onto the premises. Movement around the school by staff and authorised visitors is facilitated by suited keys and electronic tags.
- All visitors to the school are required to report to the school reception where they are directed to sign in and receive a visitor's pass which they are required to wear prominently whilst on the school premises. The Headteacher reserves the right to prevent access if this is necessary.
- Any parent wishing to remove their child from school during school time must seek permission from the Headteacher or nominated representative. This will be recorded by the school reception for health and safety purposes.



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5 First Aid

5.1 The named first aiders should be the first point of contact for accidents and injuries. They are responsible for the audit and maintenance of the first aid facilities in school. There are also additional staff who are trained and qualified in administering first aid (with key staff being paediatric first aid trained to handle first aid incidents for children in Early Years). The Headteacher is responsible for assessing first aid training needs and booking courses as necessary. Training needs are reviewed each half term.

5.2 Only staff who are qualified in first aid have the legal indemnity to perform first aid. However, other staff can offer assistance to injured parties if it is reasonable to do so or if further delay in treatment would be detrimental to the person injured. First aid personnel are reminded of their own health and safety during training. All first aid administered must be recorded in the accident book.

5.3 If staff are working with pupils away from the main school building then a mobile phone must be carried to ensure contact can be made with a first aider if necessary.

5.4 Staff arranging educational visits away from the school premises must ensure adequate first aid arrangements as part of the risk assessment.

5.5 Separate risk assessments and protocols exist for children with specific needs, nut allergy etc.

6 Contractors

6.1 All contractors working on the school site have a responsibility to be mindful of their own health and safety and to be aware of the School's policy regarding this. The following must be adhered to:

- Works should take place when the school is closed to children, wherever possible, unless the site of the works is not accessible to children.
- Vehicles and machinery should be left in a safe and secure place and only be moved when children are not in the vicinity.
- All work should be left in a safe manner at the end of the day/shift. For major works, method statements detailing provisions for this should be made available to school.
- Notice should be given to the school of any grounds maintenance activities so that the fields are avoided during these times.



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7 Competent Persons

7.1 The following people have been assessed by the school as competent in matters of health and safety:

Name	Course/Competency
Sue Laybourn, Amanda Nealon, Julie Newbury, Lisa Blair, Rebecca Redshaw	Paediatric First Aid
Sue Laybourn, Amanda Nealon, Julie Newbury	First Aid at Work
Sarah Armitage, Kath Bird, Kelly Clark, Claire Hudson, Carol Leach, Yvonne Martin, Maureen Pattinson, Andrea Popplewell, Megan Porritt, Karen Stainsby, Lyn Stuart, Tina Welsh, Katie White, Craig Weatherill, Adelle Stubbs, Rachel Maddison, Angnieszka Palka, Natasha Fishburn	Emergency First Aid at Work
Sue Laybourn, Claire Hudson, Kelly Clark, Rachel Maddison	Food Hygiene
Lee Walker and Kevin Stainsby	Building Health & Safety / Housekeeping
Kevin Stainsby	SACO, PAT testing, Step Ladder Training, Building Health & Safety / Housekeeping / manual handling
Teaching and Support Staff	H&S awareness regarding buildings and site, day to day risks

Reviewed: Thursday 29th August 2024

Review Date: September 2025



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Appendix 1: Fire Evacuation Procedures

- **Should any member of staff discover a fire, they must raise the alarm by operating the nearest call point AND dial 999 to report the fire.**
- The nominated Fire Officers are Mr. Lee Walker (Headteacher) and Mr. Kevin Stainsby (Site Manager), whose responsibility it will be to collate up-to-date information to be shared with the emergency services, as well as open relevant gates.
- The nominated Fire Wardens are Mrs. Janine Cowie (Deputy Headteacher), Mrs. Lucy Wesson (Assistant Headteacher) and Mrs. Hilary Harmison (Social Inclusion Manager), whose responsibility it will be to collect up-to-date information from school staff regarding pupil, staff and visitor whereabouts, to be shared with the Fire Officers.
- It is the responsibility of the School's office staff to ensure registers, printed each morning and afternoon, and 'late-lists' are taken to the assembly points for the pupil roll call.
- The assembly points for each class are marked and are on the school playground. All children will line up in their classes, along with members of staff working within each class/phase.
- All other staff in school, including any visitors, will assemble at the outdoor stage area (denoted by the semi-circular wooden seating at the rear of the school).
- The Fire Warden – Janine Cowie - will use the Evacuate function on the Sign In App (on mobile device), to complete a roll call of all staff and visitors, including kitchen staff. In the absence of Janine Cowie, Lucy Wesson will assume responsibility, followed by Hilary Harmison.
- For anyone who can't access the stairs unaided (as the lift automatically descends to the ground floor in the event of an evacuation), the assembly point is the top of the nearest set of stairs to which they can safely access. The call point can then be used to alert the Fire Officers of their whereabouts.