

Health and Safety Policy

Bromley Heath Infant School

Details	Date	Signed	Position
Ratified FGB	October 2013		Chair of Governors
Review/Amend	May 2024		Louise Webb
Review/Amend	May 2025 Updated following review by H&S Dept – text highlighted in blue show amendments.		Signed by Sarah Cook – Chair of Governors

Review

This Policy is reviewed and updated annually.

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices		Date	01.09.2021
EIA CARRIED OUT BY:	Abigail Hodge	EIA APPROVED BY:	CoG

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		x
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		x
Gender Reassignment (transsexual)		
Marriage and civil partnership		
Pregnancy and maternity		x
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		
Gender (male, female)		
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		

Any adverse impacts are explored in a Full Impact Assessment

HEALTH & SAFETY POLICY

CONTENTS

Part A - General statement: indicates the schools commitment to health & safety.

Part B – Organisation: summarises health and safety responsibilities.

Governors
Head teacher
H&S Coordinator
Accredited Safety representative(s)
Employees (All)
Site Staff & Cleaners
Volunteer Helpers
Pupils
School Structure & Lines of Communication

Part C Arrangements Provides detail on how school will ensure safety.

C1 - General Arrangements

1	Accident/Incident recording/reporting
2	Asbestos
3	Computers
4	Consultation with employees
5	Contractor management
6	Emergencies
7	e-Safety
8	Fire Safety
9	Hazardous substances
10	Lone working
11	Manual handling
12	Medical needs and first-aid
13	Noise
14	Plant and equipment
15	Risk assessment
16	Safeguarding
17	School trips and off-site visits
18	Security
19	Slips and trips
20	Training of staff in health and safety
21	Driving / Transporting pupils
22	Vehicle movement on-site
23	Violence to staff
24	Wellbeing
25	Work at height
26	Workplace safety

C2 - Specific Arrangements

27	Art	31	Science
28	Food Activities	32	Sport/PE
29	Play Equipment	33	Forest Skills
30	Pottery	34	Swimming Arrangements
31	Science		

Part A - General Policy Statement

This policy is produced in respect of Bromley Heath Infants School only.

At Bromley Heath Infants School we recognise our duties under current health and safety law and will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment.

The school considers the health, safety and welfare of staff and pupils to be important; and achieving a safe and healthy working environment essential to the school's goal to promote excellence in teaching and learning.

Our staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of all those that are likely to be affected by our undertakings.

Bromley Heath Infants School recognises its duty to make regular assessment of the hazards and risks created in the course of our endeavours.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions.
- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to ensure the safe handling and use of substances;
- to ensure that all employees are competent to do their work, and to give them appropriate health and safety training;
- to provide information, instruction, training where necessary for our workforce, in an appropriate format for their needs;
- to prevent accidents and cases of work-related ill health;
- to actively manage and supervise health and safety at work;
- to have access to competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- to provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise:

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their employees, when their employees come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

In support of this policy responsibilities and more detailed arrangements have been prepared.

Signature: **Date:**

Position: Head teacher

Part B - Organisation

Governors

The School governors will:

- Promote a sensible approach to health and safety and ensure competent health and safety advice is obtained;
- Ensure a health and safety policy is in place and regularly reviewed.
- Take reasonable steps to ensure that the school is following the employer's policy and procedures e.g. through regular discussions at governance meetings;
- Ensure staff receive adequate training to enable them to carry out their responsibilities;
- Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate;
- Ensure risk assessments of work activities are undertaken and recorded;
- Provide sufficient funding for health and safety;
- Ensure regular safety inspections, at least three a year, are undertaken and that findings are recorded and progressed;
- Establish and maintain a positive health and safety culture.

Head Teacher

The Head teacher will:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at school;
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to students and visitors, including contractors, regarding the significant risks on site;
- Make sure that staff have the appropriate training and competencies to deal with risks in their areas of responsibility;
- Consult and work with recognised trade union safety representatives/ employee representatives and safety committees;
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly;
- Obtain competent health and safety advice to properly assist the school management to comply with its health and safety obligations;
- Ensure risk assessments of work activities are undertaken, recorded and regularly reviewed;
- Ensure regular safety inspections, at least three per year, are undertaken and that issues identified are actioned or programmed as necessary;
- If he/she delegates H&S duties to an individual, referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

H&S Coordinator

The H&S Coordinator will:

- Be the contact for H&S advice/information provided to the school and will liaise with Head teacher or relevant employees to ensure advice is acted upon or information disseminated as necessary;
- Advise the Head teacher and Governors on action required to comply with relevant H&S Legislation;
- In consultation with Head teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- Carry out the regular safety inspections, at least 3 three annually;
- Receive all accident/incident reports, investigate where necessary and report significant accidents to the Schools H&S Unit via **SOFIE (The Secure Online File & Information**

Exchange) so that RIDDOR reportability can be considered. If the accident is required to be reported to HSE under RIDDOR, this will be done by the Schools H&S Unit.

Accredited H&S Representative (S)

- Accredited H&S representatives are trade union representatives, appointed by trade union members working for the Local Authority and formally recognised as employee representatives by the employer.
- The Accredited H&S Representatives' rights are covered by the Safety Representatives and Safety Committees Regulations 1977.

Employees (All)

All employees, contractors and volunteer helpers must:

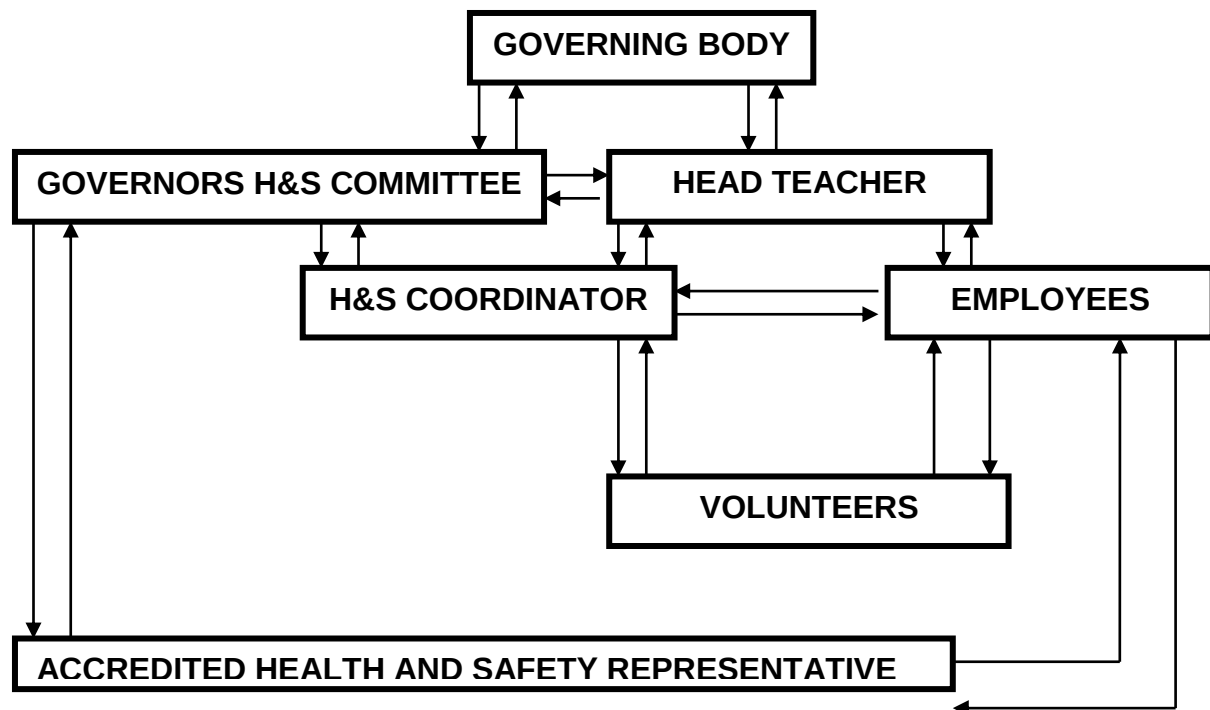
- Take reasonable care for their health and safety at work and that of other people who might be affected by their acts or omissions at work;
- Report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to their line manager or other designated person;
- Not misuse anything provided for health and safety purposes;
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- Cooperate with management in respect of complying with H&S requirements.
- Ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes.

Pupils

Pupils are expected to:

- Comply with school rules relating to general behaviour;
- Comply with information and instruction provided for safety reasons;
- In cases of emergency to remain quiet, listen and obey instructions given by employees; and
- Not to misuse anything provided for H&S reasons.

School Structure and Lines of Communication



Part C – Arrangements

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the

school wide procedures, **general arrangements**, and part two is the activity-based **specific arrangements**.

C1 General Arrangements

1. Accidents and incidents

- 1.1 Pupils – All accidents to pupils involving injury are to be recorded. This will be by using the standard sheets in the school pupil accident book(s), which are kept with the first aid bag outside Penguin Class (foundation corridor) and in the cupboard opposite Lion Class in the Year 2 corridor.
- 1.2 All accidents in school, or related to school activities, will be recorded, and, where appropriate investigated. If the accident is significant or potentially “reportable” to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries Diseases Dangerous Occurrences Regulations) see section 1.2, a completed accident report form will be sent electronically to the Schools Health and Safety mailbox using the online secure system – SOFIE (The Secure Online File & Information Exchange). The Schools H&S Unit will review the accident and investigation and report to the HSE on the school’s behalf if appropriate. The school will follow HSE guidance for incident reporting in schools
- 1.3 RIDDOR – certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare the report. Employers must report accidents which result in:-
 - Deaths
 - Specified injuries
 - Over 7-day injuries (where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
 - Where there is an accident connected to the work activity which causes injury to students, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances); and
 - Specified dangerous occurrences – where something happens that does not result in an injury, but could have done.
- 1.4 Near Miss Incidents - For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, a record is to be completed and sent to the H&S Coordinator who will then decide if it needs to be forwarded to the Schools H&S Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.
- 1.5 Violent Incidents – For any violent incident involving staff, violence being non consensual physical violence, i.e. does not include physical interaction during sporting activity, then a school record will be completed and reviewed by the head teacher, and input to the SOFIE reporting system if appropriate. Risk assessments relating to that work activity will be reviewed in the light of the incident to ensure that suitable control measures are in place

2. Asbestos

- 2.1 A survey has been undertaken of the school to identify asbestos and where asbestos has been identified/strongly presumed/presumed to be present this information has been summarised in two type of list at the front of the Asbestos Management Plan (AMP). The AMP is kept in the administration office and condition checks as necessary are carried out by Caretaker.
- 2.2 All staff are advised that asbestos containing materials in school are only labelled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.
- 2.3 Any contractors who might need to access roof voids or drill into ceilings/floors/walls, will be notified of where asbestos is identified /strongly presumed/presumed and will sign to confirm they have been made aware. A contractor sign in sheet will be used.

2.4 This policy is working towards the Control of Asbestos Regulations 2012

3. Computers

3.1 All computers in use within school, whether PC's or Laptops, together with associated equipment such as projectors are purchased from reputable suppliers and installed in line with relevant guidance.

3.2 Computer workstation assessments – To comply with **The Health and Safety (Display Screen Equipment) Regulation 1992** any employee who is a 'regular computer user' will complete a self-assessment for their workstation, the completed self-assessment will be reviewed by the H&S Coordinator. Such employees are also entitled to a free eye test, claim forms available from administration office, and payment for a basic set of glasses where they are required mainly for use with DSE.

3.3 Laptop computers – The school recognises that laptop computers and similar devices such as "tablets" are not designed to be used for extended periods. If staff are likely to spend extended time working on the laptop then the school will consider measures to reduce the possibility of 'repetitive strain' type injuries. Specifically use of a separate keyboard, setting the laptop up on a surface so the top of the screen is at eye level and sitting in a supportive seat are recommended.

4. Consultation with employees

4.1 The school fulfils its legal duty to consult with employees on matters of health and safety by:

- Having H&S as a standard item on the agenda of all staff meetings;
- Where appointed, to consult with trade union accredited Safety Representatives in good time on all health and safety issues. Accredited Safety Representatives or recognised employee H&S representatives will be invited to become a member of the school's Safety Committee.

5. Contractor Management

5.1 The school will ensure that any contractors on site are competent and will be approved to work on site before being allowed to commence work. They will be provided with information relating to hazards that may affect them and the relevant control measures in place within the

school. Any contractors working on site will provide copies of their safe practice and will cooperate with the emergency procedures in place for the school.

6. Emergencies

6.1 The school will put in place arrangements for crisis and emergency management to reduce the consequences of major hazards and risks and to action a recovery plan in the event of a serious incident or accident. School emergency procedures/plan, including contact details, will be accessible off-site and out of hours and are kept in the Head Teacher's office.

7. e-Safety

7.1 The school has a separate policy for e-Safety which outlines the permitted activities in relation to ICT, and required controls, security and assurance. A copy of this policy can be found on the school website.

8. Fire Safety

8.1 A [fire risk](#) assessment has been completed to comply with the requirements of the Regulatory Reform (Fire Safety) Order [2005](#) and this has identified the physical fire precautions in place, the measures to prevent fires starting, and the measures to ensure everyone can escape from the building in the event of a fire. The fire risk assessment is reviewed annually. Fire orders based on the outcomes have been produced and these are displayed.

8.2 [Fire drills](#) – Fire drills are required in order to familiarise persons with the systems in place. Fire drills are carried out a minimum of four times a year, twice in terms 1 & 2, once in terms 3 & 4 and once in terms 5 & 6. An evacuation caused by the accidental or malicious sounding of the fire alarms can count as one of the required fire drills.

8.3 [Fire alarms](#) – The school has a fire alarm system incorporating detection and break points. The fire alarm is sounded each week to ensure that it is working and can be heard throughout the school.

8.4 [Fire Action Notices](#) – are located at key points around the school.

8.5 [Fire extinguishers](#) – Fire extinguishers are subject to an annual check by competent contractors and on a weekly basis the extinguishers are visually checked by the caretaker to ensure that they are in position and that the pins are in place. All staff are aware that in the event of a fire the priority is to raise the alarm and evacuate the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

8.6 – [Training in Fire Safety](#) – Key members of staff are trained as Fire Wardens and Fire Awareness. This training is updated annually.

8.7 – [Fire Evacuation](#) – On hearing the fire alarm you should leave the building by the nearest exit, do not collect personal belongings and proceed to the assembly point on the lazy law at the rear of the playground. Where staff will account for their class and report to the Fire Warden.

9. Hazardous substances

9.1 The school recognises the requirement to assess hazardous substances, either in use or created by school activities is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations **2002**. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc., and biological hazards.

9.2 The school COSHH assessment is kept in the Health and Safety file and summary information is kept where substances are stored/used.

9.3 Safety Data Sheets – these are held in the admin office in a file named COSHH. These are for any products that may be ‘dangerous for supply’. These products will have a label that has one or more hazard symbols.

9.4 Storage – All hazardous chemicals and materials should be stored securely and systematically in a locked store.

9.5 Monitoring and Review – regular review and update of COSHH assessments are carried out by the Caretaker ensuring the Control measures remain effective and relevant.

9.6 Training - the caretaker undertakes COSHH training on an annual basis.

9.7 PPE – the relevant PPE is available to anyone using any products that are listed on the Safety Data Sheets. Staff members are advised which products require PPE and are advised where they can find it.

9.8 Reporting of Health Concerns – Employees must report any suspected health effects, symptoms or incidents to their line manager. Investigation and appropriate action will need to be carried out.

10. Lone Working

10.1 The school will identify lone working activities and lone workers. The risks to lone workers will be assessed and steps taken to avoid or control the risks where necessary. Lone workers will be fully involved in the risk assessment process. The school will take steps to ensure risks are removed where possible or put in place control measures.

11. Manual handling

11.1 All manual handling activities in the school will be identified and risk assessed in accordance with the Manual Handling Operations Regulations **1992**. The risk assessment will be recorded and reviewed regularly. Measures will be taken to avoid the need for employees to undertake those manual handling activities which involve a risk of being injured.

11.2 Where manual handling cannot be avoided the school will make every effort to provide appropriate mechanical assistance to make handling the load less likely to cause injury, and that where aids are supplied, employees will be trained in their use.

12. Medical needs and first-aid

12.1 First-aid – the school has a first aid risk assessment, which is reviewed annually and will implement the identified control measures. The control measures will include first aid equipment, trained first aiders, and information for employees on first-aid arrangements.

12.2 Procedures – a trained first aider will assess the injury ensuring the safety of the injured child, calling for help and providing first aid treatment.

12.3 Responsibilities – we have a number of first aid trained staff who are responsible for administering first aid. Parents/Carers are contacted if a child needs to be taken home or requires further medication attention.

12.4 Assessment of First Aid needs – A First Aid Needs Assessment is carried out by the SBM. We are considered a Low Risk. We have more First Aid trained staff than the 'Suggested First Aid Requirements' state.

12.5 First Aid Boxes/Bags – First Aid Boxes or Bags are located around the school. Each SMSA has their own bag for lunchtime duties. These all have a checklist within stating what should be inside each Box/Bag and are checked at regular intervals. Every half term.

12.3 Supporting pupils with medical needs

12.3.1 Pupils with medical conditions will be properly supported so that wherever possible they have full access to education, including school trips and physical education.

12.3.2 The governing body will ensure that school leaders consult health and social care professionals, pupils and parents, to make sure that the needs of pupils with medical conditions are effectively supported.

12.4 Infectious diseases

The school follows the national guidance produced by Public Health England (PHE) 'Guidance on infection Control in Schools and other Child Care Settings'.

13. Noise

13.1 **Control of Noise at Work Regulations 2005** identifies noise levels at which specified action is required and also a general duty to reduce noise levels. The school has undertaken a noise review and has not identified any areas or activities as likely to exceed the action levels. If employees have any questions on noise levels they should initially speak to their line manager.

14. Plant and equipment

14.1 The school will identify the maintenance, examination and testing requirements for all items of plant and equipment, LEV, pressure systems, gas appliances, lifting equipment and glazing safety on site and ensure the requirements are met to maintain a safe working environment. Faulty items will be taken out of use until they are repaired or replaced.

15. Risk assessment

15.1 The school recognises the need to complete record and implement risk assessments for any significant risks arising from school activities. The school will ensure that the risk assessments are effectively communicated to those undertaking or affected by the activities,

and that identified control measures are put in place. The school will ensure employees completing the risk assessments are competent to do so.

15.2 The school has a Health and Safety Risk Profile which identifies compliance issues and priorities for action.

16. Safeguarding

16.1 The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All employees are made aware of the policy, a copy of which is kept in the School Policy File

17. School trips and off site visits

17.1 The school undertakes a variety of off-site visits and management arrangements are described in the school's Educational Visits Policy. The school recognises that duties under the Health and Safety at Work etc Act 1974 apply to the risk management of school trips, and that the employer has the overall legal responsibility and accountability for the health, safety and welfare for the school staff, and for the health and safety of pupils, visitors and volunteers. The school has appointed a competent **Educational Visits Coordinator (EVC)** to oversee the safety management of off-site visits, and uses the resources of the Outdoor Education Advisers Panel (OEAP) for supporting advice and information. All trips are to be approved by the [Headteacher](#).

17.2 Where the off-site visit involves an "adventure activity" (climbing, trekking, caving, water sports) in the UK the school will ensure that the provider is licensed by the Adventure Activities Licensing Authority (AALA). The school will also, where appropriate, use providers with the Council for Learning Outside the Classroom (LoTC) Quality Badge which recognises providers who offer good quality learning outside the classroom and manage risk effectively.

18. Security

18.1 There is a security risk assessment for the school site which is regularly reviewed and updated, particularly following any security incidents. The control measures identified on the security risk assessment will be implemented and checked for effectiveness. Management of school security is overseen by the Caretaker.

19. Slips and trips

19.1 The school recognises that slips, trips and falls are a significant cause of accidents. All school staff have a responsibility to ensure they are vigilant and report or remove possible slip and trip hazards.

19.2 The school will ensure that there is an effective reporting procedure in place so that a designated individual resolves identified hazards promptly.

20. Training of staff in Health and Safety

20.1 [Competency](#) - The school will ensure that all employees are competent to perform their roles. Competence is the combination of training, skills, experience and knowledge that a person has and their ability to perform a task safely. If competence falls short of requirements

identified in a role profile then the employee will be provided with appropriate information, instruction, training and supervision to enable them to achieve the required level of competency.

20.2 [Induction](#) - All new staff will be provided with information on health and safety and be given health and safety induction training by their line manager including access to this policy. A record of induction training will be kept.

20.3 [Risk assessment](#) - All staff with H&S risk assessment responsibilities will be suitably trained in how to complete, implement and review H&S risk assessments.

21. Driving

It is Bromley Health Infant School policy to ensure that, as far as is reasonably practical, employees do not place themselves or any other person at risk or harm through work related driving activities.

This will be achieved by setting standards conforming with current legislative guidance and by the implementation of a series of risk control measures.

21.1 Driving Legal Requirements

The **Health and Safety at Work Act 1974** and the **Management of Health and Safety at Work Regulations 1999** requires employers to provide a safe place of work, to assess risks and provide information and training to employees.

In addition, the **Provision and Use of Work Equipment Regulations 1998** covers all equipment, which includes vehicles, provided to employees to be able to do their normal work.

The **Road Traffic Act, Road Vehicle (Construction and Use) Regulations** and the **Highway Code** place further duties on the employer and road user.

21.2 Driving Code of Conduct

Employees must ensure that, when driving on business, they comply with all road traffic legislation, are conscious of road safety, conditions and other drivers and always apply defensive driving techniques. The following non-exhaustive list of actions will constitute gross misconduct, and may result in dismissal:

- Driving under the influence of drugs (illegal or prescription) or alcohol.
- Driving whilst disqualified, or not correctly licensed.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after a collision.
- Any actions which warrant suspension of a licence.

21.3 Transporting Pupils

Use of Employees' vehicles – Employees can transport students/equipment in their own cars or drive to other venues during the working day. As per Employees Responsibilities, those employees who use their own cars must confirm that their insurance policy covers them for this purpose and need to hold Business Class insurance for the vehicle they use.

Use of Professional Transport - The school will check that transport and driver are hired in from a reputable source before employing their services for school trips etc.

Parents' Transport – If needing to use this option the parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time. If parents transport other students to events during the school day, they will give full details of their driving licence, MOT and insurance to the school.

Insurance – The school will ensure that appropriate insurance arrangements are in place for transporting students where that has been organised by the school.

21.4 Employees Responsibilities

Drivers of vehicles must:

- Ensure they hold a current driving licence for the class of vehicle they are driving and notify management if it has been suspended, cancelled or had limitations or endorsements placed on it. This applies to both own vehicle drivers and company car drivers.
- Be responsible and accountable for their actions when driving a vehicle and display the highest level of professional conduct when driving on company business.
- Drive in accordance with the Road Traffic Act at all times.
- Take regular breaks to reduce the risk of driver fatigue.
- Not carry any unauthorised passengers when driving company vehicles or when on company business and under no circumstances may they pick up any hitchhiker.
- Report vehicle defects to management before the next vehicle use. In the event that a defect is suspected, staff should not risk attempting to drive the vehicle.
- Have regular eyesight tests and ensure that any glasses or contact lenses required for driving are always worn.
- Regularly undertake standard checks e.g. oil, water, brake fluid and tyre pressure of any vehicles they use, particularly before long journeys.
- Report any near hits, crashes and scrapes to management, including those which do not result in injury and follow the accident procedure outlined in this policy.
- Ensure they have adequate insurance to cover business use within their policy where their own car/vehicle is used.

21.5 Employers Responsibilities

Bromley Heath Infant School will not require staff to drive under conditions which are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

Where employees' own vehicles are used, Bromley Heath Infant School will:

- Request evidence of the vehicle's service history.
- Require employees to carry out checks on their vehicle for the vehicles oil, water, tyre pressure etc on a monthly basis. This will be by a documented check list already in place.
- Ensure employees have adequate insurance to cover business use within their policy. We may request evidence of this.

Mobile Phone use

Mobile phones can cause distractions by causing drivers to take their hands off the wheel and

encouraging drivers to concentrate on communication and not the road.

It is against the law for any driver to use a hand-held mobile phone while driving, which includes when the vehicle is stationary but with the engine still running (except where making a 999 call and it is unsafe to stop). Any contravention of this whilst driving on company business may be treated as gross misconduct leading to dismissal.

Although it is within the law to make and receive calls where a legally compliant hands-free kit is properly installed, if the police think you are distracted and not in control of your vehicle, you could still be stopped and penalised.

Bromley Heath Infant School believes that the use of a hands-free kit remains a distraction whilst driving. Employees should take care to adhere to the following rules, even where a hands-free kit is installed:

- Do not make any calls, dial numbers, text message, surf the internet, or take pictures whilst driving.
- Pull over to the side of the road when it is safe to do so and turn off the engine before making or answering a call.

21.2 Road Traffic Collision Procedures

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.

- ensure your own safety first.
- help any injured people and call for assistance if needed.
- try to get the following information:
 - details of the other vehicle(s) and registration number(s);
 - name and address of the other vehicle owner(s) and driver(s);
 - name and address of any witness(es);
 - name of insurer(s).
- Give the following information:
 - your name and address and company details;
 - if you damage another vehicle that is unattended, leave a note on the vehicle with your contact details;
- Contact the police:
 - If there are injuries;
 - If there is a disagreement over the cause of the crash;
 - If you damage property other than your own;
 - If damage to the vehicle, report it to the police station nearest to the crash as soon as possible.
- Follow-up.

If there is an injury, or major damage, report the crash to School Business manager as soon as you can and within 24 hours.

22. Vehicle movement on-site

22.1 The school will identify and risk assess on-site vehicle movements and put in place a traffic management plan to manage the risks in line with current workplace transport guidance e.g. segregation, marking and lighting. The plan will consider all aspects of on-site vehicle movements which may affect the safety of staff, pupils and visitors. Any arrangements in place will be effectively communicated and clear signage put in place where required. The school will consider as part of the risk assessment vehicle movements occurring immediately outside the school premises which may be associated with school activities, such as staff arriving and leaving work, school buses delivering pupils and delivery vehicles. The implementation of identified control measures will be overseen by the Headteacher/H&S Coordinator and Caretaker.

23. Violence to staff

23.1 The school will ensure there are procedures in place to inform staff on how to minimise risk from assault. It will be clear what line managers must do in instances where they or the staff they manage have been threatened with, or experience, violent assault or intimidating behaviour in the course of, or as a consequence of, their duties. The procedures will include:

- How to identify threats to employees at an early stage;
- The process for effective risk assessment of violence and aggression;
- The implementation of required control measures;
- Training and support considerations.

24. Wellbeing - occupational health services and managing stress

24.1 The wellbeing of employees is seen as an integral part of the schools health and safety responsibilities. The Governing Body and Head teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the workforce.

24.2 All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns with the Head teacher or their line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools absence policy.

24.3 Occupational health services are available through [Education Personnel Management \(EPM\)](#)

25. Work at height

25.1 The school recognises the hazardous nature of work at height activities and the requirement of the Work at Height Regulations [2005](#) to identify and risk assess school work at height activities. The risk assessment must be recorded and identified control measures put in place. Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most employees will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Within school the following written assessments are in place.

25.2 [Regular operations](#) – A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether assessed as a high, medium or low risk. All employees must make themselves aware of this list and follow the procedures indicated.

25.3 [Specialist operations](#) – These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

25.4 [Working at Height Training](#) – The Caretaker will undertake Working at Height Training annually.

26. Workplace Safety

26.1 The school is committed to achieving and maintaining the highest possible standards of health, safety and welfare for all employees, pupils and young people, their families and other persons affected by our activities. A key part of this is the provision of a safe workplace – the school will ensure that workplace standards are safe and compliant including a workplace inspection programme and prompt resolution of reported safety issues and defects.

26.2 A water safety monitoring and management programme is in place. An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

26.3 The schools fixed electrical installation is inspected and certified by a competent contractor every 5 years in accordance with industry best practice.

26.4 Portable electrical equipment is to be visually checked by staff before use, i.e. check equipment and plug undamaged and that wire is not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use. In addition portable electrical equipment will be tested by a competent person periodically as risk assessed in line with HSE guidelines.

C2 SPECIFIC ARRANGEMENTS

27. Art

27.1 The main hazards for art activities involve the substances used, and the school will include them in the school's hazardous substances risk assessment where appropriate. Substances selected, particularly solvents and adhesives, will be suitable for intended use and age of pupils, particular attention should be given to the type of adhesives and solvents used. Pupils will be provided with protective aprons etc to prevent damage to clothing where necessary. The guidance available from CLEAPSS will be followed.

NB. Wallpaper paste containing fungicide is not to be used in school

28. Food Activities

28.1 The school has risk assessed the hazards associated with food activities including use of hot items, electrical appliances, cleanliness, food contamination/allergies, use of sharp objects, and emergency arrangements for fire and first aid. The school will ensure that

identified control measures are in place, and follow the guidance available from the Association for Science Education (ASE) as described in their “Be Safe” publications.

29. Play Equipment

29.1 All play equipment provided by the school is subject to an ongoing inspection and maintenance programme to ensure that it is fit for purpose. If condition checks indicate defects then the equipment may be taken out of use while repaired or, if beyond economic repair, removed. Accidents and incidents relating to play equipment will be monitored and, if the use of a particular item of play equipment is linked to repeated accidents then its suitability will be reviewed.

30. Pottery

30.1 The school has risk assessed the hazards associated with pottery activities including creation of dust and surface cross contamination. The school will ensure that identified control measures are in place and follow the guidance available from CLEAPSS

31. Science

31.1 The school has risk assessed the hazards associated with science activities using the guidance from CLEAPSS and ASE as described in the publication “Be Safe”. The school will ensure that identified control measures are in place.

32. Sport and PE

32.1 The school has risk assessed the hazards associated with sport and PE activities and follows the guidance contained in “Safe Practice in Physical Education” produced by the Association for Physical Education (AfPE). Sports equipment is inspected and maintained annually by a competent contractor.

33. Forest Skills

33.1 The School has risk assesses the hazards associated with Forest Schools activities and the relevant risk assessments are available for inspection in the policies file. All staff have been made aware of them and only suitably trained staff will undertake Forest School activities.

34. Technology

34.1 The school follows the guidance for safe practice in technology contained in “Make It Safe” produced by the National Association of Advisers and Inspectors in Design and Technology (NAAIDT), and guidance available via CLEAPSS.