



South Farnham Educational Trust

●●●●● The Continual Pursuit of Excellence

The Blue Coat School

HEALTH & SAFETY POLICY

REVIEW DATE:

AUTUMN 2025

NEXT REVIEW DATE:

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Introduction:

A note to the Headteacher:

Before you devise your school health, safety, and welfare policy, please read the following information:

The headteacher must keep the policy up to date to show how health and safety is managed within the school environment.

The employer (the local authority, governing body, or proprietor) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.

You should consult with staff and governors when devising the policy and ensure that all staff have an opportunity to contribute, to allow them staff to understand what it means for them.

The policy must be signed and dated by the Headteacher and Chair of Governors and should be reviewed at least annually, or sooner if there is any reason to suspect it is no longer valid.

The employer must provide a health and safety policy. Academies, foundation, and voluntary aided schools who adopt policies and guidance documents approved by SCC's Schools Joint Health and Safety Committee, will be deemed to have received union consent.

The law regarding health and safety policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted on with the employees and recognised trade unions.

A robust safety policy demonstrates to staff, pupils, and visitors that the organisation values their health, safety, and welfare.

The allocation of responsibilities and the recording of arrangements to implement the policy encourage a clear approach to the management of health and safety.

After any appropriate drafting, the policy can then be presented for approval to the school management team before final adoption by the governing body.

This policy and information is to be shared later with others such as visitors and contractors. The policy will be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

The arrangements section of this template policy will need to be adapted to reflect what your individual school has in place. Some of the sections have been populated, others detail the type of information that should be included. Where a school has a separate policy that covers an area, this can be referenced in that section without the need to duplicate the content.

Health, Safety and Welfare Policy

The Blue Coat School

Part 1:

Statement of general policy on health, safety, and welfare

The Governing Body and Headteacher of The Blue Coat School:

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, students, and visitors.
2. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons that they supervise and take responsibility for.
3. The governing body and Headteacher will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
 - The maintenance of safe plant and safe methods of work without risks to health.
 - The safe use, handling, storage and transport of articles and substances
 - Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
 - The premises for which they are responsible for have safe access and egress for all staff, pupils, and visitors
 - Adequate facilities and arrangements for welfare are provided
 - A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
 - The safety of visiting contractors, members of public and authorised visitors
4. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

Over the course of the last year, the school has responded to the huge challenges posed by the Coronavirus pandemic. The school is committed in doing everything we can to support our staff during the coronavirus pandemic, this shall include but not be limited to, providing dedicated support for remote working, mental health and wellbeing, and guidance, instruction, and training for safe working during the pandemic.

signature/ date

signature/ date

Mrs J Pratt, Chair of Governors

Miss J Halsey, Headteacher

Part 2:

Organisation and responsibilities for health, safety, and welfare

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Headteacher.

The governing body

Responsibility for the health and safety of pupils lies with the governing body of the school either as the employer of school staff, or because it controls school premises (or both) and approves the health and safety policy of the school and monitors its successful implementation.

The governing body further ensures as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the health and safety policy.

1. The governing body will specifically:
 - Include health and safety targets in the school development plan.
Targets may include:
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff
 - Revision of policy/procedure
2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
3. Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Headteacher currently. This report should include information on:
 - Progress of the health and safety targets in the SDP.
 - Accident/incident analysis
 - Relevant health and safety information received from the council or its advisors.
 - Suggestion on future health and safety initiatives.
4. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
5. The governing body will take all reasonable measures to ensure that:
 - The premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises
 - They will make adequate provision for maintenance of the school premises and equipment

Headteacher

As senior manager for the premises, and of all on and off-site school related activities, the Headteacher is responsible for the day-to-day management of health and safety. They will advise governors of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy is brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school
3. Appropriate control measures are implemented,
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building
 - Play equipment
 - Fire appliances
 - Boiler/heating systems
 - Portable electrical appliances
 - Water systems
 - Swimming pools, water features and safety around ponds
 - First aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g., gymnasium and fume cupboards
8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher health and safety awareness
 - Health and safety induction training (all new and temporary staff including agency)
 - Emergency/fire training for the whole school community
 - First aid
 - Risk assessment
 - Health and safety coordinator
 - Manual handling
 - Working at height
9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
12. A termly health and safety report is provided to governors.
13. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
14. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
15. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
16. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
17. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape.

The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.

A school health and safety committee is established in accordance with the school policy. The Headteacher may delegate functions to other staff (e.g., a health and safety coordinator), who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher. Assistant heads can provide support to Deputy Heads who retain overall responsibility.

Managers

1. Managers in charge of curriculum areas/departments/staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. Line managers will ensure that:
 - The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
 - All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
 - All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
 - Any equipment/appliance which has been identified as being unsafe is removed from service.
 - Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report is provided to them where necessary.
 - The health and safety training needs of staff are identified and the Headteacher informed accordingly.
 - Staff are properly consulted on any matters that may affect their health or safety whilst at work.
 - New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
 - First aid provision is adequate.
 - Pupils are given relevant health and safety information and instruction.

Teaching staff (including supply)

Teaching staff are responsible for the health and safety of all pupils under their control and must ensure:

1. Effective and appropriate supervision of the pupils that they are supervising.
2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
6. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
7. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

Site manager/caretaker

The site manager/caretaker is responsible to the Headteacher/business manager and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. These inspections may be carried out with others such as governors, health, and safety coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
5. That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
6. That all staff work in accordance with safe working practices issued by the school, and the Council.
7. Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work
8. Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.
9. Inform all contractors of any known hazards which might affect them whilst at work.

All employees (including temporary and volunteers)

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their health and safety responsibilities. All employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practice and local rules.
7. Report any unsafe working practices to their line manager.

Safety representatives

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the governing body/Headteacher is notified in writing of an appointment, the safety representative shall have the following functions:

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.

If two or more union-appointed health and safety representatives request in writing that you set up a health and safety committee, you must do so within three months of the request.

Names of appointed safety representatives (if applicable)

Name	Union	Area Covered
Jamie Maltman	N/A	

Health and safety committee (membership to be determined locally)

The Trust has established a Local Governing Body which meets termly. Health & safety issues and procedures are discussed at these meetings. H & S within the school is also discussed at staff meetings and all staff are encouraged to report and discuss any H & S issues with the Headteacher.

Health and safety is also a standing item on all staff meeting agendas.

Part 3:

Arrangements and procedures for health, safety, and welfare

The following arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within the school by staff. The arrangements and procedures 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. Arrangements that are detailed in existing policies are referenced under the relevant section.

1. Accident and near miss reporting, recording and investigation

The Site Manager will log an incident. All accidents are reported to HCC, and RIDDOR when required.

2. Asbestos

The Site Manager is responsible for the asbestos survey. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect asbestos has been disturbed. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site, this is kept at reception. The asbestos survey is reviewed annually with the Asbestos Management Plan (AMP). The Site Manager monitors items identified in the register.

3. Contractors

The Site Manager is responsible for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, how staff should report concerns and who.

4. Control of safe handling and use of hazardous substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Site Staff. COSHH assessments to be reviewed on a bi annual basis or when work activity changes, whichever is soonest.

Radioactive materials are stored in accordance with advice from CLEAPSS, PBN acts as the Radiation Protection Supervisor and the school accesses the HIAS Radiation Protection Officer service.

5. Curriculum safety

All teaching staff will be familiar with the school's health and safety policy, and complete risk assessment's specific to their own curriculum area prior to commencing hazardous activities. Detail staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g., the Association for Physical Education document "Safe Practice in Physical Education, School Sport and Physical Activity": www.afpe.org.uk

6. Display screen equipment

Training requirements for staff who make significant use of Display Screen Equipment (DSE) how to report defects in workstation, how to report health concerns and who to, advice on maximum time to be spent on DSE without break, arrangements for eyesight testing. HSE guidance is followed, and workstation assessments carried out to ensure correct controls are put in place to promote wellbeing, ergonomic workstations, and good working practices.

7. Electrical equipment

PAT testing arrangements, who undertakes it and what the arrangements are for the test periods of inspection. Pat testing is carried out by the school's term contractor. Fixed wiring every 5 years. All faults are reported to the Site Team by email, and through examination by a competent person, who maintains the record of inspection. Include limitations on bringing personal items to school. Defective equipment is reported to the term contractor property help desk or a nominated contractor and put out of use until an inspection and repair is carried out.

Staff wishing to bring electrical equipment for use in school will speak to the site manager in the first instance to ensure PAT/electrical safety requirements are fulfilled prior to it's use.

8. Emergency procedures

Schools will revert to their emergency procedures for bomb threats, evacuations, and other emergencies. Arrangements for dealing with bomb alerts/ suspect packages in accordance with the school's emergency planning arrangements. Arrangements for ensuring the bomb alert procedures are undertaken and implemented, guidance on bombs/suspicious devices or packages will be circulated to staff annually. Arrangements for implementing a sensible and proportionate response to any external or internal incident, such as armed intrusion, chemical spillages, and air pollution for example, which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

9. Fire precautions and procedures

The Site Manager is responsible for arranging and reviewing the school fire risk assessment and action plan, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, personal emergency evacuation plans (PEEP), maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc. The fire log is located in reception.

The day-to-day operational responsibility is delegated to the Site Manager who has attended the required IOSH accredited training.

10. First aid

Names of trained appointed first aid staff are in the First Aid Policy. There are first aid boxes in each block. The Welfare Officer is responsible for restocking. The first aid provision including contacting parents or calling for emergency service support etc is managed by the Welfare Officer.

11. Glass and glazing

All glass in doors, side panels to be safety glass, or fire rated if within a fire door, all replacement glass to be of safety/fire standard, assessment of premises to establish compliance. All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc).

12. Health and safety advice

Competent health and safety advice is available from local authority.

13. Housekeeping, cleaning, and waste disposal

The site team alongside the in-house cleaning team will ensure that premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins. Advice and guidance to the site and cleaning team is available from Hampshire County Council Caretaking Support.

14. Infection control (COVID-19)

The school follows national guidance published by Public Health England when responding to infection control issues and will encourage staff and pupils to follow this good hygiene practice. Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from the local authority. The Headteacher is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes.

15. Jewellery

Policy on pupils wearing earrings and other jewellery, and instructions to pupils is contained within the school uniform policy.

16. Lettings/shared use of premises

The Business Manager will, on behalf of the Headteacher, ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed and shared with all relevant parties
- The risk assessment for the premises is shared with users / hirers
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

17. Lone working

Safe working practices/rules for staff who work alone, contact arrangements, risk assessment, limiting high risk activities. Arrangements for agile working including services and resources, such as workstation and equipment available for agile working use and to support the delivery of education. Lone working may include late working, weekend working, site manager duties, site cleaning duties, working in a single occupancy office. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. Staff are required to sign in and advise the site team when they are in school during school holidays. They can only access the school during the holiday periods without the knowledge of the site manager. The lone worker will ensure that they are medically fit to work alone.

18. Long term evacuation plan

Details of the procedures in place are in the school emergency plan.

In the event of a long term evacuation the school has a reciprocal arrangement with Brighton Hill Community School, Basingstoke which is within supervised walking distance.

19. Maintenance of equipment

All general equipment requiring statutory inspection and/or testing on site (eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor, or as locally arranged. Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

20. Management of medicines

The Welfare Officer manages all student medicine requirements in accordance with the Pupils with Medical Needs Policy. This will include parental requests for medicines to be administered, special staff training requirements, storage arrangements, recording administration, the location of the folder which lists student's medicines and arrangements for dispensing medicines.

21. Manual handling

All staff must complete the moving and handling e-learning course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely. Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements.

22. Personal Protective Equipment (PPE)

PPE is available to members of staff and students requiring it. The site team will ensure suitable PPE is available for their teams, the Science and Technology Dept ensure appropriate PPE is available for students and staff whilst undertaking practical work.

23. Playground safety

Duty staff are deployed around the school during break and lunchtime periods.

24. Risk assessments

The Site Manager is responsible for ensuring risk assessments are undertaken, reviewed and actions carried out, including individual risk assessments for staff.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

25. School trips/ off-site activities

All school trips, including sporting fixtures are authorised through the EVOLVE system. The schools Educational Visits Coordinator (EVC) is the Staffing & Business Leader. The Assistant Headteacher approves trips with any residential/adventurous trips being approved by the Hampshire Outdoor Education Team

26. Site security/ visitors

All visitors to be made aware of the school's fire arrangements in the event of a fire, and made aware of the school's emergency procedures, including evacuation points. All visitors to the school are required to report, in the first instance, to the school office. Visitors to the

premises will be provided with a photo identification badge with an alternative colour lanyard to the staff lanyard to distinguish they are visitors.

Visitors from outside agencies are requested to show their identity badges and are always required to wear them whilst on school premises.

27. Smoking

Smoking is not permitted anywhere on The Blue Coat school premises or in the grounds. This includes vapes/e-cigarettes.

28. Staff consultation

Staff consultation takes place at INSET each school year. At this meeting staff are informed about health and safety issues, how to raise concerns and encouraged to make suggestions for health and safety improvements. Termly reminders are made to the staff to ensure health and safety remains a key focus for all staff.

29. Staff health and safety training

New staff are briefed about health and safety arrangements within their induction which is coordinated by the HR Officer establishing minimum health and safety competencies for certain activities.

30. Staff well-being / stress

Headteachers and Senior Leaders actively promote a good work-life balance and this remains an area of focus for the school in looking at improving the health, safety, and wellbeing of all staff members. Support is available from Occupational Health.

31. Vehicles on site

Minibus drivers are required to hold an in-date MIDAS qualification. Driving Licence checks are carried out to ensure drivers are correctly licenced to drive the class of minibus they are using. It is the driver's responsibility to carry out a walk-round check and to complete the checklist prior to driving. In addition to this the schools site team carry out a full check on a weekly basis.

Deliveries on-site are within the car park which is outside of the normal boundary for students during the day.

32. Violence/school security

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at The Blue Coat School. Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported in accordance with Children's Services Safety Guidance. All persons entering the school must sign in and will be presented with visitor's badge. Upon leaving the school, visitors must sign out and return the badge.

33. Water management (Legionella)

To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a water risk assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded. The risks from legionella are mitigated by the following control measures e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of shower heads and taps.

Temperature monitoring is undertaken by and records retained for auditing purposes by the schools term contractor, Wings Technical Services.

34. Working at height

Work at height should be avoided wherever indicated by the risk assessment and wherever a suitable alternative course of action is available. Work at height should never be carried out alone and should always be supervised. Training should be provided for staff using steps and ladders and other work at height duties, as required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc. All other staff have working at height instruction during induction training.