Adelaide Primary School

Health & Safety Policy

Respect – Equality - Effort

"Our vision is to provide all of our children with a body of knowledge, skills and vocabulary alongside the development of an exceptional character so that they thrive and succeed in all that they do!"

Reviewed: September 2026

Next review: September 2027

HEALTH AND SAFETY AT WORK ETC. ACT 1974

FRAMEWORK HEALTH AND SAFETY POLICY
FOR EDUCATIONAL ESTABLISHMENTS

School: Adelaide Primary School

INTRODUCTION

The policy of this school is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees and other persons to provide such information, training and supervision as is necessary to achieve this aim. The appendices in this policy link to the Humber Education Trust policy for Health and Safety.

The policy will be reviewed on an annual basis or when changes in legislation so warrant.

AIMS OF THE POLICY STATEMENT

The aim of the policy is to ensure that reasonable action is taken to ensure the health, safety and welfare of all persons using the premises:

a) to establish and maintain a safe and healthy environment throughout the school;

b) to promote and maintain safe working procedures for employees and other persons;

c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and other substances;

d) to ensure the provision of sufficient information, instruction, training and supervision;

e) to maintain a safe and healthy place of work and safe access and egress from it;

f) to produce effective emergency evacuation procedures;

g) to produce adequate accident reporting procedures;

h) to provide and maintain adequate welfare facilities;

i) to make any special arrangements as may be necessary to ensure the health and safety of any disabled person using the premises.

ORGANISATION

The Humber Education Trust retains overall responsibility for health, safety and welfare within education establishments.

The Governing Body has responsibility for ensuring that any health and safety directions issued by the Trust are complied with and that there is a regular oversight of health and safety issues within the school.

The duties of the Governors are to :

a) **monitor (including consideration of inspection reports);**
b) **prioritise actions where resources are required;**
c) **ensure actions are taken;**
d) **include health and safety on the Governors' meeting agenda;**
e) **discuss and implement the Head teacher's health and safety report;**
f) **consider and ratify the health and safety policy and guidelines for the school premises;**
g) **act as client under Construction Design and Management Regulations where building projects are not funded by the Council; If the school funds a construction project with no financial input from the authority then the governors have responsibility for ensuring compliance with the CDM regulations. In this situation the cost of any training required to become conversant with the regulations will have to be borne by the school;**
h) **monitor and manage, in conjunction with the Head teacher, all minor building/contract work not subject to the Construction Design Management Regulations authorised by the school.**

The Head teacher undertakes the day to day management of health and safety within the school and ensures inspections are undertaken in accordance with the Trust policy.

Duties of the Head teacher are to :

a) **manage on a day to day basis all health and safety matters in the school in accordance with the Academy policy;**
b) **arrange for risk assessments to be carried out and to undertake an annual review;**
c) **act as or appoint a competent Safety Supervisor, to co-ordinate and distribute health & safety information to all staff employed or working at the school;**
d) **ensure regular inspections of the whole school are carried out;**
e) **submit inspection reports to governors and/or the HET;**
f) **ensure action is taken regarding health, safety and welfare issues;**
g) **prepare an annual health & safety report for the governors;**
h) **pass on information received on health, safety and welfare matters to appropriate people;**
i) **ensure that an investigation into all major accident/dangerous occurrences is undertaken;**
j) **arrange for staff training needs to be addressed;**
k) **consult with Governors on policy issues and any problems in implementing the health & safety policy;**
l) **co-operate with and provide the necessary facilities for trades union's safety representatives and representatives for employees' safety;**

m) in conjunction with the Governors, monitor and manage all minor building/contract work not subject to Construction (Design & Management) and Regulations authorised by the school.;

Employees have a duty to look after their own health and safety and that of others and comply with the employer's instructions regarding health and safety. Employees must tell their line management of any shortcoming in health and safety arrangements.

The duties of all other school based employees are:

a) conduct their work in accordance with the Health & Safety Policy;
b) check classrooms/work areas are safe daily;
c) check equipment is safe before use;
d) ensure safe procedures are followed at all times;
e) ensure protective equipment is used, where appropriate;
f) participate in inspections;
g) bring problems to the relevant manager's attention.
h) Review the Risk Assessment/Coshh assessments on at least an annual basis and in the event of need
i) Undertake relevant training upon request

Health and Safety Management Structure for Adelaide Primary School

Board of Trustees

Strategic Responsibility for Health & Safety

CEO

The CEO has overall responsibility for Health and Safety throughout the Trust and forensuring that the objectives of this Health and Safety Policy Statement are implemented.

Local Governing Body

responsible for the implementation of the Trust's policy and ensuring effective Health and Safety management systems within their school.

Headteacher - Kirsten Bradley

responsibility for the day to day operation and management of Health & Safety

Academy SBM /Office Manager- Olivia Tullock/Beverley Turner

ensure the Health and Safety management system is implemented, maintained

Academy Site Manager-Mr Smithson

ensure site is safe for all users

All Academy Staff

comply with the Trust's and academy's Health and Safety Policy and obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions.

All Academy Pupils

pupils and parents are responsible for following the school's Health and Safety advice, on-site and off-site, and for reporting any Health and Safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the headteacher before starting work.

Appendices

1. Risk Assessments

The management of Health & Safety at Work Regulations 1999 require that assessments are undertaken to determine any significant risk to employees and other persons. Significant findings of assessments should be recorded and action taken to reduce the level of risk.

The risk assessment should identify the hazards present and evaluate the extent of the risk. Sample assessments are available from the HET Team drive for schools to evaluate and adapt.

Risk assessments will be carried out by those members of staff associated with the said tasks. The Premises Manager and Business Manager will support those staff in completing risk assessment if required. The Premises manager will undertake more general risk assessments.

A copy of the termly H&S review and all Risk Assessments/COSHH Assessments are available for view from Adelaide Staff Teams → Staff Shared Area → Risk Assessments

2. Offsite Visits

Please refer to HET guidance on the Health & Safety Team Drive. Here you will find Steps expected in the planning process and some sample risk assessments available to be adapted for your visit. All HET schools subscribe to EVOLVE and Offsite Education Consultancy Support.
The HET website also contains an Offsite Education guidance document and policy.

3. Health and Safety Monitoring and Inspections

Full inspection of the school will be undertaken at least termly and reported back to the Governing Body. This will be done by the Premises Manger and a SBM from another HET school. The SBM will rotate around the schools so each term a different person will attend the school site.

Proactive health and safety monitoring is a line management function. In addition, the school will measure performance by audit, inspection and accident / incident reporting and investigation. Performance will be reviewed and reported at LGB meetings on a formal and regular basis. The school will be subject to a Health and Safety audit from an external body on an annual basis in order to develop, maintain and report on health and safety action places to ensure continuous improvement.

4. Fire Evacuation, and other emergency arrangements

In any school there is always the potential risk of a fire and to a much lesser degree a bomb threat.

The Headteacher is the Principal Fire Marshal and staff with responsibilities on the red fire drill emergency procedures cards (displayed in every room) for checking various areas are clear are designated as Fire Wardens.

It is imperative that all building users are aware of and understand the emergency evacuation procedures.

In the event of a fire or bomb threat, building users must follow the instructions, e.g. fire action notice, evacuate the building and assemble at the designated assembly point on the field.

5. Fire Prevention, Testing of Equipment

Escape routes and doors must be clearly signed and free of obstructions at all times and doors easily accessible.

Fire fighting appliances should be periodically checked by the Site Manager, which is then recorded on the every system and must be annually inspected by the school's designated contractor.

A record must be kept of all fire drills and practices.

An up to date critical incident plan is held in the school office, electronically saved and backed up off site.

6. First Aid and Medication

First Aid procedures and First Aid supplies will be in accordance with the Trust Guidelines Relating to the Health and Safety (First Aid) Regulations 1981/as amended. A First Aid Risk Assessment is available.

Permanent first aid boxes will contain only those items, which a first aider has been trained to use, namely:

Plasters – various sizes. Small/medium/large wound dressings.
Scissors.
Triangular bandages.
Conforming bandages.
Resuscitation device.
Latex gloves.
Tissues.
Sterile water (stored separately).
The boxes are situated in the first aid room.
Spare supplies are available from the first aid locker (key available from the office.

Fully equipped travelling first aid kits are provided for educational visits, the contents of which are:

- **Thermometer**
- **Face shield**
- **Large non adherent pad**
- **Medium non adherent pad**
- **Small non adherent pad**

- **1 micropore tape**
- **2pairs of disposable gloves**
- **1 pair of scissors**
- **4 packs of gauze**
- **1 finger bandage**
- **1 eye pad**
- **1 tube of sterile water**
- **1 hazardous waste bag**
- **3 x vomit bags**
- **1 triangular bandage**
- **3 x antibacterial wipes**
- **Assorted plasters**

All staff are responsible for monitoring the stock of first aid materials – notifying the office if restocking is necessary.

Please see the school's Medical Policy, available on the website and shared drive for information on administering medication to pupils.

Infectious Diseases
Information and advice on infectious disease can be obtained form the Occupational Health service provider
This document is not a finite statement and cannot include all items necessary to achieve safe working conditions. It is incumbent upon us all to comply with statutory requirements and internal arrangements to help achieve and secure a safe and healthy place to work.

7. Accidents

All staff and pupil accidents and injuries are recorded on Medical Tracker, however minor.

Near miss accidents must be recorded on Medical Tracker, for both staff and pupils. Staff must speak to SBM or Office Manager for assistance in recording this. SBM or Office Manager will investigate and record actions.

If an accident occurs then, if necessary, a report must be completed in accordance with the school procedures. Guidance can be sought from the School Business Manager or Office Manager.

Reporting of a minor injury
Whenever a minor injury occurs, due to a fault of the organisation, then the incident must be recorded on Medical Tracker. Please inform the SBM or Office Manager immediately who will ensure the record is complete and subsequent investigations if appropriate.

The relevant forms are electronically available. In the event of a major injury, or when the employee is disabled from normal work for more than **seven** days, dies or in the event of a dangerous occurrence, an online RIDDOR return should be completed in addition to the accident

record. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Reporting of a major injury or dangerous occurrence

Death, major injury, hospitalisation, absence from work for more than seven days or a reportable dangerous occurrence must be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The School Business Manager, or another designated member of staff, will ensure that reportable incidents are notified to the Health and Safety Executive using the appropriate online reporting procedures and within the required timescales. Records of all reportable incidents will be retained by the school.

8. Health and Safety Information and Training

When necessary, training will be arranged for employees to meet the needs of Education requirements. All employees shall have access to relevant information, instruction, training and supervision to enable them to work safely, efficiently and effectively. On an annual basis staff are provided with our Staff handbook which includes some Health and Safety related information, as well as regular Health & Safety bulletins. Topics rotate across the year. All staff are asked to read any risk assessments and related documentation that is relevant to their post. They are expected to sign to say they have done this. Signed proformas/emails are retained to evidence this annual review. Staff are also trained through the iHasco platform annually on Health and Safety and Fire Awareness.

9. Personal Safety/Lone Working

For the purposes of this policy 'lone working' is defined as any working practice that involves a member of staff undertaking their duties alone, with specific emphasis on direct contact with pupils and families.

Examples of lone working might include:

- Making home visits.
- Being the last person in a building at the end of the day.
- Working one to one with a pupil.

Wherever possible staff should not work alone. For example families should be invited into school or an agreed local venue to avoid home visits. Staff must not take pupils in cars without another adult, staff should not work late and alone in School.

It is recognised that on occasion staff might be alone in a building. These staff should take especial note of the following:

- Ensure someone knows where you will be working and what time you will finish.
- Make sure all doors and windows are locked.
- Use the intercom/check on camera prior to opening up the main door.
- Be aware of Health and Safety, do not take unnecessary risks. For example, avoid potential hazards such as working at height and the use of ladders.

• When opening and closing sites try to arrange the times so that you are on site just before others arrive and close sites just after the last person has gone, to keep the time that you are on your own to a minimum.
• Keep a mobile phone with you as you move round the building.

10. Premises Work Equipment

Personal Protective Equipment Regulations 1992
The provision of personal protective equipment will be determined by the appropriate line manager and detailed on risk assessments if necessary. Advice on these regulations can be found on the HSE website.

Workplace (Health, Safety and Welfare) Regulations 1992
All buildings, extensions and building modifications must comply with these regulations. To ensure compliance reference may have to be made to the Education (School Premises) Regulations 1996.

Provision and Use of Work Equipment Regulations 1998
Wherever possible, any equipment for use at work will be purchased to meet an appropriate (Conformite European) mark or relevant British Standard, in line with the guidelines relating to the provision and use of work equipment.

Defective Equipment
Any defective equipment must be taken out of use immediately and arrangements made for either it's repair or disposal. Repaired equipment must be checked prior to use.

Defects in Buildings
Any person discovering a building defect must report the matter to the Headteacher. The area must be rendered safe or made out of bounds and reported to a Building Surveyor for action.

11. Flammable and Hazardous Substances (COSHH)

Under the COSHH Regulations all staff have a duty to prevent or control exposure of employees and other persons to substances hazardous to health.

The regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, bleach fumes, etc.

COSHH assessments should be carried out where there are significant risks from hazardous substances and COSHH assessments must be brought to the attention of all relevant employees. They are held on the staff shared area and reviewed annually or as needed.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

Further information can be found in the Guidelines Relating to the Control of Substances Hazardous to Health Regulations 2002.

12. Asbestos

The asbestos register is held in the School Business Manager's office.

The Site Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified with Central Humber Education Trust. (or the relevant asbestos management team).

In the event of asbestos being found or suspected, work will immediately stop in that area and the matter will be reported immediately to the Site Manager, assuming he is not aware of the circumstances at that point. Under normal circumstances the suspected asbestos will not be touched, except to wet it or contain any airborne fibres, and wherever possible keep persons away from it. A specialist company will be approached who will determine the next course of action which should, in the first place, be to take a sample for analysis. The next course of action will be dependent on this result.

In compliance with the Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training is given to employees to enable them to be aware of the health hazards of asbestos; how controls, protective equipment and work methods can reduce these hazards; and the correct use of maintenance of control measures.

Prior to commencing work on projects that may contain asbestos containing materials (ACMs) the following methods of assessment will be deployed:

A risk assessment shall be carried out on the task and areas of work in the first instance, and dependant on the findings of the risk assessment:

Where insufficient information is available to undertake works safely, an R & D (Refurbishment & Demolition) Survey shall be undertaken by competent persons

A subsequent Asbestos Management Plan shall be developed and implemented for the management of any remaining asbestos or ACMs. The plan will be reviewed on an annual basis as a minimum or as advised by the asbestos surveyor

Any asbestos survey undertaken will be in accordance with HSG 264: Asbestos the Survey Guide and also incorporate the advice and guidance within the Control of Asbestos Regulations 2012. Approved code of practice and guidance, obtaining client knowledge and registers of ACMs will be located in the premises.

13. Contractors

All contractors and visitors must report to reception, sign in and obtain an identification badge, and be informed of any known hazards on site. Any safety rules must be explained. Our Asbestos Surveys and Plan is regularly reviewed and readily available for all contractors to view.

14. Work at Height

HSE classifies working at height as when you:

- work above ground/floor level
- could fall from an edge, through an opening or fragile surface or
- could fall from ground level into an opening in a floor or a hole in the ground

Training is provided for staff regularly using Ladders as well as Ladder safety awareness. Staff are reminded of safe working practice via the HET H&S Bulletin. There is also a Working at Height Risk Assessment.

15. Moving and Handling

Manual Handling Operations Regulations 1992

Assessments for the manual handling of loads, persons and animals will be undertaken by the appropriate premises manager or line manager and the assessments will be retained by the SBM. Refer to the Guidance Relating to Manual Handling shared on Staff Health and Safety Bulletins and in the Staff Shared Area.

16. Display Screen Equipment

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the following procedures will be followed:

- 'Users' of display screen equipment shall be individually identified by the Office Manager. The Office Manager shall ensure that all 'users' have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare. Training on IHASCO is provided to those who use a computer regularly
- 'Users' shall be entitled to request an appropriate eye and eyesight test. Where 'special corrective appliances' are needed, a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the School.

17. Vehicles

The school does not own any vehicles, any member of staff must have business insurance when driving for work related purposes. Please see the Humber Education Trust 'Driving at work' Policy for more information.

18. Lettings

Lettings are managed by **School Business Manager** following the 'Lettings' policy and procedures.

19. Minibuses

The school currently does not own any vehicles.

20. Stress

The School is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health and safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management
- Enabling individuals to cope successfully with their work
- Providing support to employees whose health and wellbeing are affected by stress

- Manage and control factors which might result in excessive or sustained levels of stress
- Increase awareness of stress and its causes and methods to combat it
- Assisting staff in managing stress in themselves and others

As far as reasonably practicable the School will:

- Provide managers with advice and support to help identify specific causes of stress
- Develop programmes for those with people management responsibilities to promote good management and team building skills
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situations
- Monitor the occurrence and levels of absence associated with stress
- Provide support to all employees

The school will ask employees to complete an annual wellbeing survey and will act on any results that are found to need improvement and will create an action plan to improve any necessary situation and inform staff of any actions taken.

21. Legionella

Due to the potential severity of this kind of disease, it's essential that safe practice is exercised in the maintenance of internal water systems; as well as that staff and managers alike are adequately trained to recognise potentially life-threatening symptoms.

A Risk Assessment is undertaken by a Water Hygiene Contractor and periodic, planned onsite checks and test are completed by the school Site Manager. Records are maintained as evidence of this. All relevant staff are trained in legionella awareness.

22. School Swimming and pools

The school does not have a swimming pool currently. All trips to swimming baths are monitored under the offsite visit policy and the relevant risk assessment is used.

23. Work Experience

There can be a one week work placement during term time only is suitable for students in years 10, 11, 12 and 13 and studying at school or college. An annual risk assessment is carried out on behalf of schools by E2W Education to Work Partnership and we have a risk assessment for Work Experience within the school which includes inducting the students so they are aware of safe working procedures and site rules.

24. Smoking

The Trust has adopted a no smoking policy which bans smoking and vaping in all buildings and vehicles. Refer to the policy on Smoking for more information. HET as a No Smoking Policy for the whole site.

25. Electrical Safety

All portable appliances will be examined on a regular schedule using contractors who are NICEIC registered. The examination of the fixed equipment, i.e. from the mains distribution board to the socket outlet, will be arranged by the Managed service provider

The use of personal electrical appliances on site is prohibited unless evidence is produced to show a test/examination or arrangements are made for such test/examination.

Fixed electrical testing is carried out every 5 years in line with legislation.

Signed	**Role**
KBradley	Headteacher
D Hamilton	Chair of Governors