

Health and Safety Policy



Regent Farm First School

Review Date: 24th September 2025

Next Review due: - September 2026

Persons responsible for review: Premises and Safeguarding Committee

General Statement

The Health & Safety at Work Etc Act 1974 places a duty on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons including visitors, contractors and the general public who may be affected by the school's activities.


All staff have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school and to observe the health and safety requirements relevant to their activities.

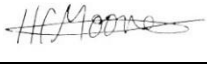
Suitable risk assessments of all foreseeable hazards with risk to staff, pupils and visitors will be carried out and communicated to all staff. Where significant risk is identified, appropriate control measures to reduce or eliminate the risk will be taken.

Consultation will take place with any union appointed safety representative and members of staff on matters that affect their health and safety and individuals will be consulted before allocating particular health and safety functions to them.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, instruction and supervision in health and safety matters will be made available to achieve this, particularly to newly appointed staff or following a change of responsibility.

The policy will be regularly reviewed and updated as necessary, or at least annually.

Chair of Board (Print name)	Tim McHanwell
Signed	
Date	Sept 25

Head Teacher (Print name)	Helen Moore
Signed	
Date	Sept 25

Organisation

The responsibilities of the Board of Governors

Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring, and controlling Health and Safety matters. It is the Governing Body's responsibility to ensure that they:

- implement the schools H&S Policy and ensure it is reviewed at least annually
- take all reasonable steps are taken to reduce accidents and injuries to staff, pupils, visitors, members of the public and contractors
- provide sufficient funding in the schools finance budget necessary to implement Health and Safety matters
- regularly inspect the premises and ensure any recommendations are fed back to the Headteacher and acted upon
- receive an annual Health & Safety Management report for the Board of School Governors from the Head Teacher.

The responsibilities of the Head Teacher

The Head Teacher is responsible and accountable to the Governors for implementing The School's safety policy and for all matters relating to Health and Safety within the establishment.

The Governors require the Head Teacher to ensure that The School's safety policy is implemented effectively and understood at all levels. The policy must be monitored regularly, controlled effectively, and revised as necessary.

The Headteacher is a member of the school's Health and Safety Committee and is responsible for -

- ensuring that appropriate training has been or will be given to staff (including new staff, transferred & agency staff, students and helpers) to enable them to fulfil their responsibilities.
- ensuring all foreseeable hazards are identified, and suitable and sufficient risk assessments are carried out.
- seeking advice, where necessary, from outside agencies that are able to offer expert opinions.
- undertaking inspections of the school premises.
- preparing the annual H&S Management report for the Board of Governors.
- Making recommendations to the Governors about any funding required to improve health and safety within the school
- making arrangements for improvement to premises
- ensuring adequate Information, Instruction, Training and supervision are in place for both staff and pupils
- Ensure that any new projects, procurement, selection of contractors take health and safety matters into account during the early stages of the project e.g. design and planning stage
- consulting with approved Trades Union representatives on all Health and Safety matters and co-operate with them in the execution of the Safety Representative's functions.
- reviewing policies or procedures annually, or following any significant changes, and sharing these changes with staff.
- stopping what they consider unsafe practices, or the use of any unsafe plant, tools equipment, machinery etc.

- ensuring adequate first aid provision and accident reporting procedures are followed in accordance with Newcastle City Councils accident reporting procedure.
- providing all staff with the schools health and safety policy, and allowing staff with the time to familiarise themselves with the schools health and safety procedures.
- The Head Teacher shall also consult regularly with the Safety Representative on Health and Safety matters;

The responsibilities of the School Business Manager/Premises Manager

The School Business Manager / Premises and Facilities Manager are responsible for –

- assisting in the development, implementation and monitoring of the Health and Safety policy
- co-ordinating all contractual work and maintenance carried out on the school premises
- liaising with the Head Teacher and others to ensure safety procedures and policy agreements are adhered to
- that relevant information is passed to contractors e.g. asbestos management plan
- attending appropriate training courses, such as asbestos awareness and legionella awareness
- promoting a positive and effective safety culture
- procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishment and renovations or remodelling schemes.
- that effective communication exists within the school.
- Monitoring Health and Safety matters regarding 'Grounds Maintenance Service Contracts'.
- compiling a 'Buildings Register' identifying known hazardous substances and materials (e.g. asbestos, lead, flammable substances etc.).
- emergency procedures, bomb warnings and evacuation of the school premises.
- ensuring that competent person(s) or specialists are consulted as necessary to advise on Health and Safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.
- ensuring that a property survey of The School buildings or premises is carried out and that regular termly inspections are completed with defects reported accordingly.
- Keeping health and safety training records up to date
- Ensuring statutory inspections are completed and records kept
- Providing health and safety induction training for staff

The Head Teacher will delegate the operational responsibility to the Premises and Facilities Manager for:

- all contractors or other third parties entering the school or otherwise on site.
- ensuring that competent contractors are employed and to oversee the safe execution of the work.
- ensuring that the agreed procedure for reporting all defects, hazards and problems regarding Health and Safety matters functions efficiently and effectively.

The responsibilities of all staff

All employees have responsibilities under the Health and Safety at Work etc. Act, 1974 including working in a safe manner and not putting others at risk.

All staff, including teaching staff are responsible for -

- making themselves familiar with the 'Health and Safety Manual' and any local or relevant job specific procedures or risk assessments operating within the school.
- Providing appropriate and effective supervision of pupils
- providing instruction to all students under their control and provide suitable training to enable them to operate in a safe and efficient manner.
- report any possible hazards or defects to the Premises and Facilities Manager.
- Familiarising themselves with the school's Health and Safety policy and all documents relating to Health and Safety in The School. They must pay particular attention to sections of the school 'Health and Safety Manual' as it relates to their particular work activities.
- Be aware of any known whereabouts of asbestos containing materials (ACMs) or presumed ACMs.
- Setting an example by following safe working practices
- Seeking any specific safety measures to be implemented in their teaching area and ensure they are followed

The 'Health and Safety Manual' is available in 'insert location here' from the Premises and Facilities Manager.

Trade union representatives

Safety Representatives at The School are responsible for:

- representing staff on safety matters. The Head Teacher shall encourage the appointment of Safety Representatives from both teaching staff and support staff;
- fulfilling their functions as well as being released for any appropriate training.
- inspecting the school as agreed. (The time scales for such inspection, monitoring and auditing procedures shall be defined and arranged through the school's Health and Safety Committee);
- have the right to receive any reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

Arrangements

All staff should be aware of the following arrangements: -

1. Managing asbestos

All schools with asbestos containing materials (ACMs) will have an Asbestos Management Plan that detail the location of the asbestos containing materials.

Location of Asbestos Management Plan	<i>School Office</i>
Person responsible for ensuring Contractors have seen and understood the contents of the Asbestos Management Plan and the location of ACMs.	<i>Tony Laidler – Caretaker</i>
Person responsible for ensuring log is updated annually and where appropriate following any work on the building -	<i>Tony Laidler – Caretaker</i>
Persons responsible for completing Asbestos Awareness Training and having a basic understanding -	<i>Tony Laidler – Caretaker Helen Moore – HT</i>

2. Electricity – using electricity & Portable appliances

Person(s) responsible for ensuring fixed electrical installations are tested and inspected by a qualified competent contractor -	<i>Tony Laidler – Caretaker</i>
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Arrangements will be made to ensure that portable appliances are tested and maintained in accordance with guidance issued by the HSE (INDG236).

Person responsible for ensuring portable appliance testing is completed at appropriate intervals -	<i>Tony Laidler – Caretaker</i>
Person(s) responsible for pre-use visual inspections to check for any obvious defects or faults -	<i>All staff</i>
Competent person(s) responsible for carrying out formal visual inspection and testing -	<i>Tony Laidler – Caretaker (qualified PAT engineer) Qualified electricians for repairs</i>

3. Fire safety and other arrangements

Emergency evacuation arrangements for a range of situations can be found as follows –

Type of Emergency Procedure	Responsible to review	Location of procedure
Fire Evacuation	<i>Helen Moore - Headteacher</i>	<i>Health and Safety File</i>
Bomb Alert / terrorism	<i>Helen Moore - Headteacher</i>	<i>Located in School Office and on staff drive</i>
Gas Leak	<i>Helen Moore - Headteacher</i>	
Water ingress	<i>Helen Moore - Headteacher</i>	
Lockdown procedure (for potential violence)	<i>Helen Moore - Headteacher</i>	

The person who discovers the emergency will raise the alarm immediately by the most appropriate means.

Evacuation procedure -	Responsible person -	Delegated to (in responsible persons absence)-
Controlled evacuation of pupils and staff from the building to a place of safety -	<i>Helen Moore - Headteacher</i>	<i>Rachel Morgan - Deputy Head Teacher</i>
Contacting Emergency Services -	<i>Helen Moore - Headteacher</i>	<i>Rachel Morgan - Deputy Head Teacher</i>
Headcount / roll call	<i>Class teachers</i>	<i>Cover teacher / support staff</i>
Building remains empty until permission to enter is given by the emergency services -	<i>Helen Moore - Headteacher</i>	<i>Rachel Morgan - Deputy Head Teacher</i>

The following inspections are undertaken and recorded by a combination of building users (usually Caretaker) and competent persons as part of the fire safety inspection (more detailed information can be found in the NCC Guidance to Schools on Building Inspection Maintenance document) -

Arrangements -	Frequency -	Responsible person -
Fire Alarm System		
Arranging, carrying out and recording fire drills -	Every term	<i>Helen Moore – HT Tony Laidler – Caretaker</i>
Testing and recording of call points tests -	Weekly	<i>Tony Laidler – Caretaker</i>
System inspected and tested by a suitably qualified and competent person and certificates retained -	Six monthly	<i>Tony Laidler – Caretaker to organise. LA inspect</i>
Fire Detectors		
Visual check of smoke and heat detectors	Monthly	<i>Tony Laidler – Caretaker</i>
Min of 25% check on system by competent person and certificates retained -	Six monthly	<i>Tony Laidler – Caretaker to organise. LA inspect</i>
Emergency Lighting		
Visual check that luminaries are working	Monthly	<i>Tony Laidler – Caretaker</i>
Electrical test by a suitably qualified and competent person and certificates retained -	Annually	<i>Tony Laidler – Caretaker to organise. LA inspect</i>
Full duration discharge test by a suitably qualified and competent person and certificates retained -	Annually	<i>Tony Laidler – Caretaker to organise. LA inspect</i>
Fire Fighting Equipment		
Visual checks for damage	Monthly	<i>Tony Laidler – Caretaker</i>
Service by a suitably qualified and competent person.	Annually	<i>Tony Laidler – Caretaker to organise. LA inspect</i>

Location of main service isolation points are –

Water	<i>Outside caretakers house - front garden</i>
Electricity	<i>Electric cupboard by Y4 stairs</i>
Gas	<i>Caretakers back garden – shed</i>

4. First Aid Provision

A number of qualified first aiders are available and located throughout the building. Training ranges from Paediatric First Aid, First Aid at Work, Emergency First Aid at work.

Persons responsible to ensure first aid qualifications are up to date and notices displayed -	<i>Helen Moore – HT</i>
Person responsible for ensuring adequate cover arrangements (e.g. out of school hours) -	<i>Helen Moore – HT Rachel Burn – Out of School Club Manager Martin Hudson – PE Lead</i>
Persons responsible for refreshing contents of first aid boxes -	<i>Mandy Foster</i>
Location of first aid boxes	<i>school office, first aid room, reception classrooms, nursery, out of school club</i>

5. Fixtures & Fittings –

a. PE equipment

All sports and fitness equipment shall be installed in accordance with the current BS/EN standards and shall be maintained in sound condition.

Person(s) responsible for selection, inspection, maintenance, Supervision, safe use and risk assessment -	<i>Martin Hudson – PE Lead Tony Laidler – Caretaker</i>
Person(s) responsible for pre use inspection -	<i>Class teacher</i>
Competent person(s) / company responsible to annual play equipment inspection -	<i>Continental Sports</i>

b. Outdoor Play Equipment

Person(s) responsible for selection, inspection, maintenance, Supervision, safe use and risk assessment -	<i>Martin Hudson – PE Lead Tony Laidler – Caretaker</i>
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Person(s) responsible for daily pre use inspection -	<i>All staff</i>
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Competent person(s) / company responsible to annual play equipment inspection -	<i>PI – Pllay Inspection Company</i>
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c. Fittings and fixtures / External Features

Furniture, storage racks, lockers etc -

Person(s) responsible to ensure that furniture, storage racks, lockers are suitably secured as per manufacturers guidance -	<i>Tony Laidler – Caretaker</i>
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Person(s) responsible to carry out ongoing inspections to ensure remain in safe condition -	<i>All staff</i>
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Ponds -

Person(s) responsible to ensure that ponds remain in safe condition -	<i>N/A</i>
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Trees –

Person(s) responsible to ensure competent persons are appointed to inspect trees for damage and disease on an annual basis -	<i>Tony Laidler – Caretaker Helen Moore – HT</i>
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Person(s) responsible to ensure that person(s) appointed are competent -	<i>Helen Moore – HT</i>
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Signposts / manhole covers / flagpoles and gates (including electronic)

Person(s) responsible to ensure external features remain in a safe condition -	<i>Tony Laidler – Caretaker</i>
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6. Legionella

Legionella is managed through a combination of in-house checks and that of a suitably qualified and competent person. Further, more detailed arrangements are set out in the Newcastle City Council Guidance to Schools on Buildings Inspection Maintenance.

Person(s) responsible for arranging review of the Legionella risk assessment every 2 years by a suitably qualified and competent person and ensuring any recommendations are actioned -	<i>Tony Laidler – Caretaker</i>
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Person(s) responsible for arranging monitoring by a suitably qualified and competent person.	<i>Tony Laidler – Caretaker</i>
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Responsible for flushing of water systems following periods of inactivity (e.g. school holidays)	<i>Tony Laidler – Caretaker</i>
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Those persons responsible for completing Legionella Awareness Training and having a basic understanding -	<i>Tony Laidler – Caretaker Helen Moore – HT</i>

7. Lifts and lifting equipment

Person(s) to ensure lifts are serviced every 6 months and thoroughly inspected every 14 months -	<i>N/A</i>
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8. Risk assessments

A general risk assessment has been developed and covers a general range of premises and activity related issues that has been tailored for the school in conjunction with the Governing Body, Head Teacher and any other relevant staff. These assessments will be reviewed annually or following any significant changes.

Where further significant risks are identified (for example' a pupil returning to school with limited mobility due to a plaster cast on their leg) the risk assessment template will be personalised to capture the specific hazards identified, and what control measures need to be implemented to reduce the risk to that pupil.

Person responsible to identify foreseeable hazards that require risk assessments -	<i>Helen Moore – HT</i>
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9. Accident reporting and investigation

All accidents, incidents and near misses involving pupils, employees, and visitors are reported to the Head Teacher.

All accidents are recorded either locally in an accident book (e.g. bumped heads) or on the Corporate Accident, Incident, Near Miss Report form should a failure in the following be identified through investigation –

- Failure in the way a work activity was organised e.g. inadequate supervision
- The way equipment or substances were used e.g. machinery, lifts, experiment and / or
- The condition of the premises e.g. poorly maintained or slippery floors.

Where the above failures are identified, action is taken immediately to remove or isolate the hazard.

Electronic copies of the report template can be found on Newcastle City Council's Service to Schools website. Reports are held by the school for future reference and a copy sent to the Corporate Health and Safety Team to establish if further accident investigation or RIDDOR notification is required.

Person responsible to record accidents -	<i>Rachel Burn - Office</i>
Person responsible to carry out a basic investigation into the accident -	<i>Malcolm Moore – HT</i>
Person responsible to monitor accidents / incidents / near misses to identify trends -	<i>Helen Moore – HT School Govs</i>

10. Working at height

Arrangements are in place to manage low level working at height. This may include putting up / taking down displays, opening higher level windows, or accessing supplies at height. Staff are provided with the appropriate equipment to gain height and are given instructions in their use.

For higher risk working at height activities, these should be risk assessed using the risk assessment template.

Person responsible for risk assessing work at height activities -	<i>Helen Moore – HT Tony Laidler – caretaker</i>
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Person responsible to monitor work at height training requirements -	<i>Helen Moore – HT Tony Laidler – caretaker</i>
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Person responsible to inspect ladders and stepladders -	<i>Tony Laidler – caretaker</i>
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11. General building checks including housekeeping

Arrangements exist to ensure that the school is kept clean and tidy through good housekeeping. In particular, rubbish and other combustible waste shall not be allowed to accumulate. The boiler room, server rooms and all designated escape routes shall be kept clear at all times. Rubbish bins, skips etc. shall be located away from the school buildings and secured to suitable fixed points. Housekeeping will be monitored by the Senior Leadership Team.

Person responsible to monitor housekeeping and any defects -	<i>Tony Laidler – caretaker</i>
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Where significant housekeeping issues are identified, or defects are found, this will be reported to -	<i>Helen Moore – HT</i>
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12. Educational visits

Roles and responsible persons -

Visit/party leader -	<i>Class Teachers</i>
EVC -	<i>Courtney Burns</i>
Head of Establishment	<i>HT</i>
Approval for Residential / adventurous visits	<i>NCC H&S Team</i>

Person(s) responsible to ensure all educational visits training is up to date -	<i>Courtney Burns</i>
Person(s) responsible to ensure visit leaders are competent to suitably qualified to lead a visit	<i>Courtney Burns / Helen Moore</i>
Person(s) responsible to ensure appropriate risk assessment approval process is followed -	<i>Courtney Burns / Helen Moore</i>

13. Managing chemicals

Inventories for hazardous substances are maintained by the following person(s) / departments -

Caretaking & Cleaning	<i>Tony Laidler – caretaker Royal Clean</i>
Grounds maintenance	<i>LA - contracted out</i>
Catering	<i>Kitchen storage cupboard / office</i>
Art & Design	<i>Eve Drury – Art Leader</i>
D&T	<i>Rachael Horn – DT Leader</i>
Science	<i>Richard Matthews – Science Leader</i>

Person(s) responsible to undertake and update COSHH risk assessments relevant to their area of work -	<i>Tony Laidler – caretaker</i>
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Person(s) responsible to ensure the LEV (e.g. fume cupboards, dust extraction) is examined and tested annually by a suitably qualified person -	<i>Tony Laidler – caretaker LA kitchen staff – Julie Wright</i>
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Annual reports and relevant records stored centrally and available for inspection -	<i>Tony Laidler – caretaker Helen Moore - HT</i>
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14. Selecting and managing contractors

Building projects that fall within Construction (Design and Management) Regulations 2015 will have the appropriate arrangements in place.

Smaller scale projects are managed internally, however specialist assistance will be arranged for larger more complex projects.

Person(s) responsible to ensure appropriate planning prior to works commencing (e.g. relevant information passed on regarding asbestos, checklist completed, etc) -	<i>Helen Moore – HT Tony Laidler – Caretaker</i>
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Person(s) responsible to monitor project -	<i>Helen Moore – HT Tony Laidler – Caretaker</i>
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Person(s) responsible to ensure contractors have appropriate skills and qualifications to carry out works -	<i>Helen Moore – HT Tony Laidler – Caretaker</i>
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15. Manual handling

Lifting and handling of pupils -

Person(s) responsible to ensure appropriate moving and handling assessment is carried out for each child that requires one -	<i>Katherine Doonan – SENCO</i>
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Person(s) responsible to ensure regular monitoring and reviews of risk assessment -	<i>Katherine Doonan – SENCO</i>
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Person(s) responsible to ensure annual refresher moving and handling training is up to date -	<i>Katherine Doonan – SENCO</i>
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Nominated Moving & Handling Co-Ordinator -	<i>Katherine Doonan – SENCO</i>
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Manual handling of objects –

Person(s) responsible for risk assessing manual handling activities -	<i>Katherine Doonan – SENCO</i>
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1. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Regent Farm First School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required under a Service Level Agreement (SLA) advice and support can be sought from Newcastle City Council or Services to School to advise/assist directly or where appropriate identify other competent persons to provide support.

The arrangements for managing health and safety within Regent Farm First School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

1.1 Education Safety Services Policies for Safety

Useful information, guidance and policies can be viewed on the Schools internal network for staff and hard copies of all the schools policies and procedures and risk assessments can be requested at any time.

1.2 Staff Induction

All staff are assigned a mentor who guides them through the induction process. The Head Teacher will also complete induction training with the staff member.

1.3 Fire Safety

The HSO will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. There is a separate Fire Safety Policy which details the risk assessment and also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The Policy will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. The school also has a three yearly detailed fire survey. All documentation including records of fire drills and equipment test will be retained in the caretakers fire records file.

3.4 Safeguarding/Security/Lone working

The school will undertake a review of security annually. This will be undertaken by the Finance and Premises Committee. Findings will be recorded in the governors minutes. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the HSO. The school has a separate policy in place for safeguarding and risk assessments outlining what to do in the event of a security risk, intruder etc.

3.5 Supporting Pupils at School with Medical Needs and administrating medication

The school has a separate First Aid and Medical Needs policy in place.

This policy will incorporate arrangements requiring that steps are taken to identify any consequential health & safety risk to staff or pupils in the support provided for pupils with medical needs. Training will be provided for staff who volunteer to administer medication and for the staff who volunteer to witness the administration of medication. Training will also be provided for management of specific medical conditions such as allergies, peg feeding asthma, and diabetes when needed.

3.6 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities. The HSO keeps a record of all staff training in relation to health and safety.

The caretaker keeps a record of any training he has attended.

1.4 Premises Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the caretaker sweeping the school and recording any findings. Any appropriate action is taken or advice sought on what steps could be taken to manage any safety concerns.

These arrangements will be closely monitored annually by the Finance and Premises Committee. Any failure to comply with these arrangements must be brought to immediate attention of the Head teacher/Governing Body.

1.5 Play Area and Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the caretaker sweeping the playgrounds or grounds and recording any findings. Staff are reminded to report any issues immediately to the HSO. The school also has an annual playground inspection.

1.6 Working at Height

Managers and Teachers must not instruct staff under their charge to undertake any 'work at height' tasks unless a suitable and sufficient risk assessment has been carried out and approved/recorded. Closer supervision must be exercised at all times when asking vulnerable persons to undertake 'work at height' tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any 'work at height' task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

The caretaker attends training on ladder use and working at height from the local authority.

1.7 External Educational Visits

The Head Teacher, has been appointed as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. Staff conducting the trip are responsible for carrying out the risk assessment and recording this on the staff drive.

This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

1.8 Stress/Well-being

The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a strict need to know confidence will be observed at all times.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager in the first instance, if this is not possible then with the Chair of Governors or Head Teacher. If necessary external advice will be sought from NCC or Occupational Health.

1.9 First Aid

The school has a separate First Aid policy in place.

1.10 Accident(Slip, trips and falls) Reporting and Investigation

Accidents and emergencies involving any pupils, staff, contractors or visitors must be recorded on the local authority accident form which are kept in the main office. The HSO must see the completed form, to ascertain what actions to take next, this may included:

- No action and the form to be sent to the Local Authority
- Review of the area the accident/incident occurred
- Review/complete a risk assessment
- Discussion with other staff members, NCC H and S Team or Chair of Governors

Outcomes of any RIDDOR investigations would be shared at the next full governing body meeting.

The HSO will review accidents periodically and report any concerns to the Finance and Premises committee.

1.11 Key Holders

The key holder/s for Regent Farm First School are:

- Caretaker (full set)
- Head Teacher (full set)
- Deputy Head Teacher (full set)
- All other staff have access to the main school doors during working hours

1.12 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies. This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

The HSO closely monitors and ensures that all the necessary tests are completed in a timely manner. Certificates of works/tests are stored within the folders stored in the caretakers cupboard.

1.13 Asbestos Management

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Education Safety Services Health & Safety:

- The Asbestos Management Survey has been completed and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance. This information is stored in the folder which is stored in the caretakers cupboard. An additional copy is stored by the HT.
- To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the HSO/NCC who will take regard of the Asbestos Survey, Management Plan and Guidance.
- Contractors will be made aware of the Asbestos Management Survey and have their own dedicated contractors handbook, which provides guidance around any works they undertake and considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.
- In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed.

1.14 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

All cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2000 (COSHH 2000).

1.15 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing, staff are reminded to regularly carry out a visual inspection of electrical equipment and should any defects be identified they must stop using the equipment and bring concerns to the immediate attention of a member of the SLT or Caretaker.

1.16 Tools and equipment

The school will have a record of all specialist tools and equipment used in classrooms. Where required this log will record an inspection regime as required. All equipment will be properly stored to ensure no unauthorised or unsupervised use where there is a risk of harm. Only rounded blunt scissors will be used by pupils. As part of the planning process for curriculum activities that involve tools and equipment, Teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

1.17 Visitors and Contractors

All visitors to the school must sign in at reception. Contractors must report to the school office who will contact the caretaker or HT who will ensure appropriate Contractor School Rules are adhered to.

1.18 Holiday Shut Down

Where deep cleans and refurbishment work is undertaken during holidays the caretaker will be responsible for ensuring staff members and contractors have undertaken a risk assessment to identify potentially hazardous tasks and put control measures in place to ensure safe working practices.

1.19 Safety Audit Arrangements

The Governor with responsibility for safe guarding will audit health and safety policies and procedures within the school on at least an annual basis. The Finance and Premises Committee will receive a health and safety verbal report on a termly basis; these will be recorded in the minutes of meetings.

1.20 Tree Safety and High Winds

Tree Safety Checks

The school commits to enter into an annual contract or Service Level Agreement (SLA) with Newcastle City Council. As part of the contract/SLA the competent contractor will be required to devise a suitable tree inspection programme with frequencies for re-inspection determined by them, based on their professional knowledge and the risks determined by inspection.

This periodic inspection will be required to include all trees at RFFS and to assess and report tree health, tree faults and any remedial actions prioritised on risk, necessary to maintain trees in a safe condition.

The tree inspection SLA will include a requirement for the chosen contractor to provide a detailed tree survey report and site plan. These documents must clearly identify all trees on school grounds, with each tree allocated a reference number along with information on its age, species and condition.

Any remedial works identified during survey must be clearly highlighted in the report, along with recommended actions, costs and recommended timescales for completion. Remedial actions, proposals, and priorities (with defined timescales) must be recorded so that recommendations can be easily understood, and a competent specialist can clearly determine any works required.

Contractors will be required to email a full electronic copy of reports, plans and quotations to both the Headteacher (at their school email address) and the school admin (at the school general admin email address) within 20 working days of the site inspection taking place.

Where urgent works are identified, the contractor will be expected to notify the Headteacher immediately and agree any necessary measures to prevent access to danger areas (where relevant) until the risks have been removed and the site has been declared safe by a competent person.

The school will keep a copy of any documentation provided (for a minimum of 2 years or two tree inspection cycles, whichever is the longest) to evidence the condition of trees and any tree works undertaken.

The school commits to ensuring any remedial works identified are arranged promptly and prioritised in accordance with the advice and guidance from the competent tree inspection contractor.

All tree works must be carried out in accordance with the current relevant British Standard 3998:2010 Tree Work Recommendations, by competent Arborists. Where tree work is organised by the tree inspection contractor, they will be expected to use a suitably competent arboriculturist (accredited by the Arboricultural Association) to carry out work to the required standard.

Should the school directly engage an arboriculturist to carry out tree work, we will engage a competent contractor approved by the Arboriculture Association, to ensure they can complete the work to the required standard.

High Wind

In considering what defines 'high wind', the school uses advice from Met Office weather forecasts and any weather warnings. (The Beaufort Scale is used as a guide and where winds are scheduled to reach 'Gale' or 'Near Gale' or above Beaufort number 7+ which is gusts of wind of 32mph and above.)

Controls in place at RFFS are:

1. Avoiding prolonged activity under or near some trees during periods of high winds/remain indoors.
2. Creating exclusion zones around some trees during periods of high winds, such as where they have been highlighted during inspection as needing further remedial work or inspection.
3. Monitoring the condition of trees during periods of high wind and creating exclusion zones where concerns are identified, such as where damaged branches can be seen.
4. Using alternative access to and around the site during periods of high wind, where necessary to avoid pedestrian routes under/adjacent to trees that may present a risk due to existing issues or identification of new damage etc.
5. Carrying out a basic inspection of trees following periods of high wind to look for obvious defects.
6. Having the trees re-inspected formally where new defects are suspected/following a storm/significant weather warning.

1.21 Risk Assessment

Risk assessments are designed to assist the school in fulfilling their legal duties in assessing risks. Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them.

In accordance with our duties under the Management of Health and Safety at Work Regulations 2000, the school is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The HSO and other staff as required, are responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the school's premises, or when particular needs of a child or other visitor necessitate this.

The HSO is further responsible for conducting any necessary reviews or making changes to the school's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by a designated member of staff (Caretaker) on arrival at the school and will be completed before any children arrive.

During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- the School's environment, both indoors and outdoors;
- all surfaces, both indoors and outdoors;
- all equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the HSO or caretaker, school is then responsible for ensuring that any necessary action is taken. As already stated, the Management of Health and Safety at Work Regulations (NI) 2000 require that suitable and sufficient assessments of the risk arising out of work are carried out.

Put simply, a risk assessment is finding out what could cause harm to people and deciding if you have done enough or need to do more to protect them.

The Process of Risk Assessment

What can be risk assessed?

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five step process:

- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record your findings and implement them
- Step 5: Review your assessment and update if necessary

What is a hazard?

A hazard is anything which can cause harm e.g. electricity, chemicals, etc

What is risk?

Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Evaluating the risk:

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice. There are many sources of good practice, for example HSENI's website (www.hseni.gov.uk) CLEAPSS, etc.

What is a risk assessment?

The Health and Safety Executive (HSE) defines a risk assessment as "a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm". The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

The five step process is as follows:

Step 1: Identify the hazards.

Step 2: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed, identify the groups of people – such as staff members or members of the public/pupils. Identify how they might be harmed i.e. what type of injury or ill health might occur.

Step 3: Evaluate the risks and decide on precautions

Consider how likely it is that each hazard will occur and what control measures you already have in place. Have the control measures in place got rid of the hazard altogether or reduced the risk so that harm is unlikely, if the task has not been adequately controlled what further actions are required. If any further actions are required the name of the person responsible for actioning the task should be recorded along with the projected completion date with the actual completion recorded in the completed column.

Step 4: Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after our staff. Writing down the results of your risk assessment, and sharing them with the staff, encourages you to do this.

Step 5: Review your assessment and update if necessary Risk assessments need to be reviewed and if necessary updated every year. However a review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

Definition of a hazard and a risk

Hazard: A hazard is anything that may cause harm such as chemicals, electricity, working from ladders, etc.

Risk: The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

Types of risk assessments

There are three different types of risk assessments. These are generic, specific and dynamic.

Generic activities are those which although they are carried out at different times and locations, the hazards and risks are largely the same and do not change. For this type of activity generic risk assessments can be produced as a model for guidance only.

A **specific** risk assessment may be applicable where the hazards and risks are only applicable to a certain activity and also where there is a requirement in legislation to undertake a specific assessment for example COSHH, new and expectant mothers.

A **dynamic** risk assessment is a continuous process of identifying the hazards that occur in for example an emergency situation or global pandemic, assessing the risks and taking immediate action to eliminate or reduce these to an acceptable level.

Alcohol & Drug Misuse

The Governing Body acknowledges that alcohol, drug and substance misuse is defined as “the intermittent or continual use of alcohol or any drug or other substance which causes detriment to a member of staff’s health, functioning, or performance at work, and which affects efficiency, productivity, safety, attendance, time keeping or conduct in the workplace”.

The Governing Body recognise that we have a responsibility to ensure a safe and healthy working environment for all staff and pupils. The governors do not condone the excessive and/or inappropriate use of alcohol, or the misuse of drugs/substances, whether illicit or prescribed. Governors recognise that a safe and healthy working environment is put at risk by employees who use alcohol and other drugs/substances in such a way that their health, work performance, conduct or relationships at work are adversely affected.

Governors/head teacher do not permit any member of staff to be at work if they are under the influence of alcohol (or smelling of alcohol) and drugs. We will take appropriate action through the absence control procedures and the disciplinary process if we judge that absenteeism, presenteeism or misconduct has arisen out of the inappropriate use of alcohol or drugs.

The head teacher will encourage staff with alcohol and drug/substance related problems to seek help voluntarily and will fully support the member of staff through this process. The head teacher will get support and advice from the Local Authority and occupational health.

Smoking

Smoking and second hand smoking has been shown to cause cancers, heart and respiratory diseases. There is considerable evidence regarding the impact of smoking behaviours on children.

As smoking is the single most preventable cause of premature death and ill health in our society, as a school we believe it is our responsibility to promote a no smoking policy and to give everyone the right to breathe clean air and to avoid the dangers of second hand smoke.

1.21.3 The Smoke-Free Environment

The following statements apply to all staff, pupils and visitors to the school e.g. parents, visiting suppliers, temporary staff, contractors and governors.

- Smoking is not permitted in any part of the school site at any time. This includes all school buildings and the outside areas of the school including playgrounds, sport's field or car parks. This also includes vaping.
- Smoking by anyone on a school visit or trip is not permitted.
- Smoking on public footpaths at the entrances and exits to the school site will be strongly discouraged.
- A no smoking statement will be included in the school's prospectus and staff handbook.
- The relevant signage should be displayed around school.

Anti - Violence, Aggressive & Anti-social Behaviour

The Governing Body has a duty under the Health and Safety at Work Act 1974 to ensure the health and safety of school personnel and it is our duty as stated in the Management of Health and Safety at Work Regulations 1999 to manage risks in the workplace.

Therefore, we aim to create a safe and secure school environment where violence, threatening behaviour or abuse to any member of the school community is not tolerated.

We treat any form of physical attack, attack against property or possessions, serious verbal abuse and threats or anti-social behaviour as acts of violence or aggression as unlawful and we will take the appropriate legal action if need be.

We take seriously all acts of violence and aggression against school personnel and we will do everything reasonably practicable to reduce risk.

We expect all parents/carers and other visitors to behave in a reasonable and acceptable manner towards all school personnel. We expect all school personnel to behave professionally at all times and when confronted with difficult situations to attempt to defuse them.

1.21.4 Dealing with a face to face aggressive incident

When confronted with an incident school personnel should:

- stay calm;
- stand back and listen;
- concentrate at all times;
- look for signs that could result in unpredictable behaviour;
- seek assistance from another member of the school personnel;
- act in a calm controlled manner;
- speak in a quiet, slow and friendly voice;
- not turn their back on the 'aggressor';

- defuse the situation by listening and suggesting that the conversation takes place at some other time and place;
- move to a place of safety and if required telephone the police; only use restrictive physical intervention with a pupil as a last resort;
- record the incident at its conclusion.

1.21.5 Dealing with an anti-social telephone conversation

When confronted with an anti-social telephone conversation school personnel should:

- inform the caller that the conversation is being placed on speaker so that the conversation can be witnessed;
- if the inappropriate conversation continues then inform the caller that the tone of the conversation must improve or it will be terminated;
- terminate the call if there is no improvement;
- record the incident at its conclusion.

1.21.6 Recording and reporting incidents

- All school personnel must report all incidents of violence and aggression to the head teacher in the first instance
- All incidents resulting in injury must be reported to the Local Authority.
- The Local Authority will report any incident that involves a member of the school personnel having more than 3 days off work to the Health and Safety Executive.

1.21.7 Investigating incidents

The Headteacher will investigate all incidents and may decide to:

- conduct further investigation;
- offer counselling to the victim;
- liaise with the police;
- take legal action;
- liaise with Trade Unions and the Local Authority;
- exclude a pupil or temporarily withdraw service from the party that was responsible for the incident. Parents could also be banned from the school site.

1.21.8 Counselling

After any aggressive or anti-social incident the Headteacher / line manager will meet with the member(s) of the school personnel in order to offer support, to talk over the incident, to allay any stressful fears and to give reassurance and support the member of staff with an occupational health referral for counselling if required.

- **Communicable diseases including Covid 19**

We acknowledge that outbreaks of many communicable diseases in schools are actually a reflection of infection spreading in the general community and are difficult to prevent.

We are aware that some communicable disease can be passed on before a person becomes unwell while others can be transmitted by apparently-well carriers of a disease. Therefore, it is very important for us to maintain high standards of basic cleanliness and hygiene at all times.

We have a duty to inform school personnel and parents of any outbreak of an infectious disease and of the incubatory periods for infectious and contagious diseases. We will advise anyone showing symptoms of a communicable disease or infection to stay away from school until they are fit enough to return.

Likewise we expect any member of the school personnel to inform the Headteacher if they are developing symptoms of any communicable disease or infection. Also, parents/carers have a duty to inform the Headteacher if their children are developing symptoms of any communicable disease or infection.

Governors have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to protect any member of the school personnel who is or in the future could be a new or expectant mother.

We have a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to report to the local authority and to the Health and Safety Executive any member of the school personnel who is suffering from one of the following:

Ebola, food poisoning, Leptospirosis, measles, meningitis, meningococcal septicaemia, mumps, paratyphoid fever, rubella, scarlet fever, smallpox, tetanus, tuberculosis, viral hepatitis A, B, C, whooping cough and yellow fever.

The HT will liaise with PHE. The Head Teacher/governors will follow advice given on the next steps in regards to assessing the risks to all school personnel and will undertake what is reasonably practicable to control those risks. This will include any hazards/risks to new and expectant mothers when conducting this risk assessment.

- **Sharps, blades, needles and syringes**

We believe sharps, blades; needles and syringes present a potential health and safety risk to pupils, school personnel and to others who use the school site. We have a duty to ensure that every effort is made for the safe management of sharps, blades, needles and syringes and that a safe procedure is in place to assist in the prevention of needle stick injuries.

We have a duty to make all school personnel aware that there is a risk of infection should they receive an injury when attempting to handle certain hazardous items. All discovered sharps, blades, needles and syringes will be removed to a safe and secure place prior to disposal.

The school will:

- provide training for staff who may support children administering medication of hazardous items such as sharps, blades, needles and syringes;

- ensure that safe and practical storage facilities for hazardous items are in place
- arrange for the collection and disposal of all sharp boxes by the Local Authority or by a private contractor
- undertake risk assessments when required

- **Pregnant new expectant mothers**

The school has a separate pregnant new expectant mother's risk assessment in place.

3.32 Policy Review Date

This policy will be reviewed annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity

**Health, Safety and Welfare Induction
Checklist**

Fire and Emergencies

Has the person been shown or informed of the following?	Y	N	NA
• The premises fire action procedures			
• The type of alarm sound			
• The means of escape from each work area that they may use			
• The external assembly points			
• The location of the nearest fire fighting equipment			
• Evacuation arrangements for disabled persons			

Security Arrangements

Has the person been shown or informed of the following?	Y	N	NA
• The security door entry system(fob)			
• Security procedures-for visitors			
• Been given a photo lanyard			
• Have they been assigned a place to leave their personal belongings			

First Aid/administrating medicine/children with allergies/medication

Has the person been shown or informed of the following?	Y	N	NA
• The list of the workplaces first aiders			
• Location of the first aid areas			
• Location of first aid boxes			
• How to complete a medication form			
• How to find out if a child has a medical need or allergy			

Reporting Accidents / Incidents/hazards

Has the person been shown or informed of the following?	Y	N	NA
<ul style="list-style-type: none"> Procedures for reporting accidents/incidents/hazards 			
Smoking			
Has the person been shown or informed of the following?	Y	N	NA
<ul style="list-style-type: none"> The No Smoking Policy 			
Health and Safety Policies & Literature			
Has the person been shown or informed of the following?	Y	N	NA
<ul style="list-style-type: none"> Health & Safety Policy 			
<ul style="list-style-type: none"> Location of polices and risk assessments on server 			
<ul style="list-style-type: none"> Computer and use of the internet guidelines 			
Electrical Hazards			
Has the person been shown or informed of the following?	Y	N	NA
<ul style="list-style-type: none"> Procedures dealing with faulty electrical equipment 			
Welfare			
Has the person been shown or informed of the following?	Y	N	NA
<ul style="list-style-type: none"> Location of toilet facilities 			
<ul style="list-style-type: none"> Location of staffroom 			
<ul style="list-style-type: none"> Plan of the school 			
<ul style="list-style-type: none"> School timetable-lunchtimes/breaks/staff meeting 			
<ul style="list-style-type: none"> Use of mobiles/school cameras 			
<ul style="list-style-type: none"> Hours of work and how to obtain permission for leave of absence 			
<ul style="list-style-type: none"> What to do if they are ill and cannot attend work 			
<ul style="list-style-type: none"> Who they can go to for support/advice 			
<ul style="list-style-type: none"> Do we have the correct persons emergency contract details and next of kin information 			

<ul style="list-style-type: none">• Does the person have any medical, disability or religious needs that we may need to know about			
<ul style="list-style-type: none">• Do they know where to obtain information relating to all the school policies and procedures, risk assessments and planning			

