

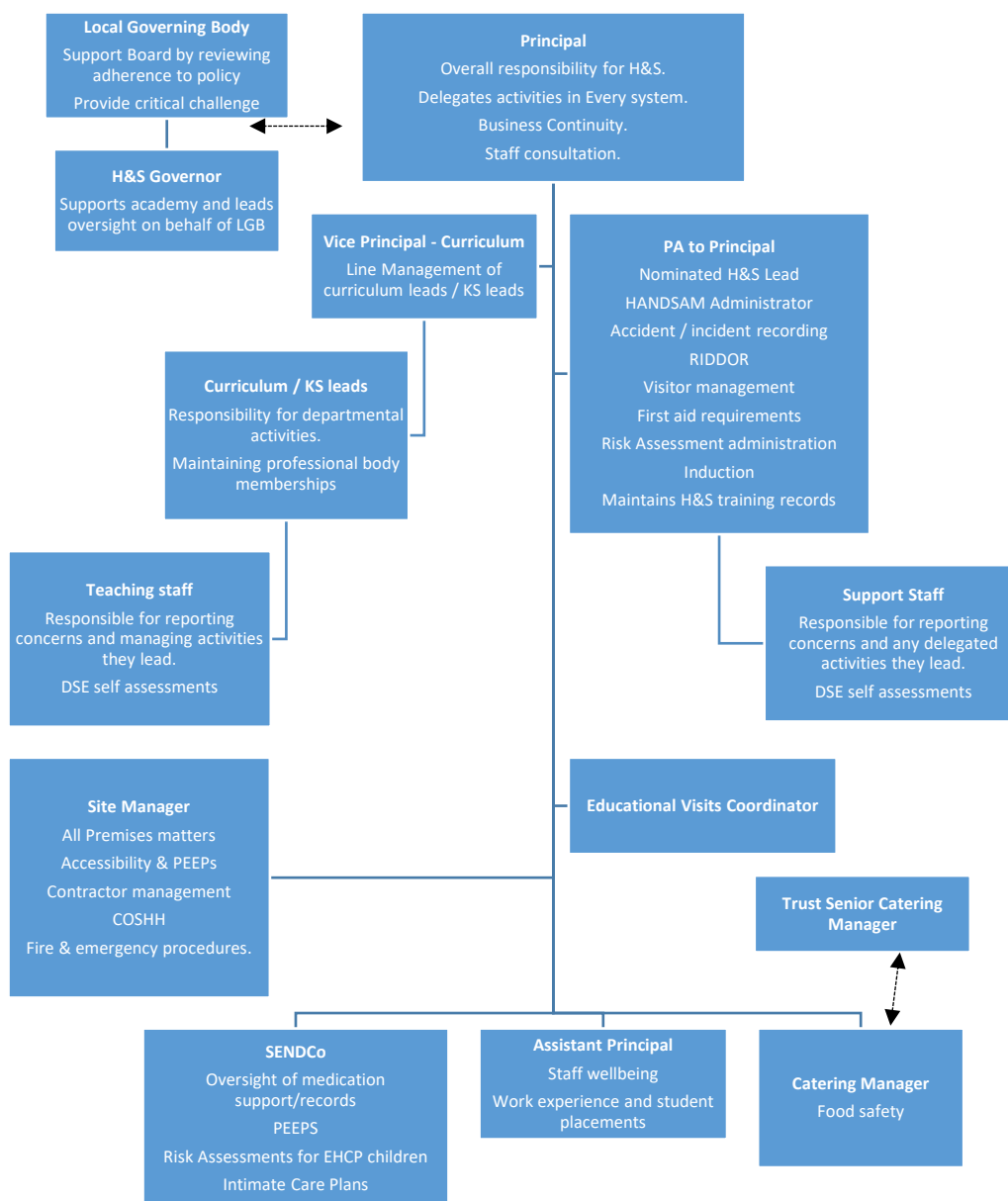
## Health & Safety – school organisation and arrangements

### Peckover School

This document details the organisation and arrangements in place at Peckover School to effectively manage health and safety in accordance with Brooke Weston Trust’s overarching Health and Safety Policy, which together with this document contributes to the overall safety management system. This document also makes reference and signposts to other Trust policies which contribute to providing a holistic framework for the management of health and safety.

#### 1. Organisation for health and safety management

#### Health and Safety Organisation Chart - Primary



### *Guidance notes*

- *A sample structure chart for Primary and Secondary schools is available as a template. It includes the level of detail that should be included but will require local edit and allocation of responsibilities to suit each school's circumstances.*
- *Chart should ideally include role titles, rather than named individuals, but in either case it will need to be maintained and updated in the event of changes.*
- *The chart should make clear the responsibilities held by each role.*
- *Each school should nominate a 'health and safety lead'. Whilst responsibility for health and safety is delegated and a shared responsibility, a single identified lead provides a useful coordinator and 'go to' colleague in the school.*

## **2. Arrangements for health and safety management**

All Brooke Weston Trust schools utilise the 'Every' compliance management system as part of a system of controls for managing compliance, including health and safety and matters relating to premises management. 'Every' is used to allocate specific work tasks to colleagues for completion and keeps records of activities undertaken. 'Every' works by providing a framework for school Principals to delegate responsibilities and supports colleagues with delegated responsibility, via automated reminders, to understand the specific actions required of them as part of the overall system of health and safety management. Compliance status reports can be requested at any time from the Trust central team and are routinely provided to school principals for review and intervention as required.

In addition, Brooke Weston Trust arranges annual audits of its schools to provide assurance over the management of health and safety. These reports are provided to school Principals and made available to local governing bodies for review, action and scrutiny. As indicated on the organisation chart, the local governing body nominates a named governor to maintain oversight of health and safety which forms part of the overall safety management process.

To provide additional clarity for some specific areas of operation, the following sections summarise the arrangements in place at Peckover School to support the management of health and safety.

The school retains access to additional support materials to help with the production of appropriate local policies, procedures and arrangements via subscriptions to 'The Key for School Leaders' and access to 'Croner-I Education'.

### *Guidance notes to help with completion*

- *For each of the areas listed below, suggested content has been provided. Please review this carefully to check it reflects practice at your school and amend if necessary. All sections highlighted yellow require completion.*
- *Where more detailed procedures or policies exist, these should be referred to throughout rather than expanding this document to an unmanageable length.*
- *This document and these sections should be summaries and not full procedures, but they should give the reader (e.g. staff member) a clear understanding of arrangements or where/how to find more information, including who is responsible.*

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- *You may choose to include names of staff that hold specific responsibilities within these sections, but please note that this should be maintained regularly if names are included.*
- *Remove the watermark once complete!*

### Health and safety training and induction

Health and safety training is provided for all staff at the school as part of their induction, with some staff receiving additional targeted and specialist training dependent on their role. Induction records are kept by the schools HR support function. The schools maintains a staff handbook which makes reference to health and safety considerations and is available to all staff.

The school utilises an 'e-learning' platform provided by Handsam to ensure that all staff receive introductory level health and safety training across a range of topics. Courses are allocated to staff by Helen Foad, PA to Principal. Course allocation is in line with a matrix that matches job roles to courses, issued by the Trust. Additional Handsam course allocations are at the discretion of the school Principal or line managers in school.

Where more specialist training is required, for example for staff in science, design and technology, physical education or premises departments, the responsibility for identifying these training needs is with the department head as specialist for that area if operation. Access to identified courses will be facilitated by allocation of appropriate budget, coordinated by the school Principal, and training records will be maintained by Helen Foad, PA to Principal.

### Procedures for raising health and safety concerns in school and staff consultation

The school's health and safety lead can be identified in the organisation chart included within this document. All staff are encouraged to report any concerns relating to health and safety to their line manager or directly to the nominated health and safety lead.

Line managers are expected to make provision through routine team and staff meetings for issues relating to health and safety to be raised and discussed. If these cannot be resolved at departmental level, they are to be escalated.

A Whistleblowing Policy is available on the Brooke Weston Trust website and explicitly includes matters of health and safety within its remit of application.

The school has a health and safety committee that routinely reviews health and safety matters, including concerns raised or the results of any other staff consultation.

The school's SLT regularly discuss matters relating to H&S and these discussions, where applicable, will be recorded in the meeting minutes.

### Wellbeing – staff

As set out in the Health and safety Policy, staff wellbeing is very much a part of the school's responsibility for people's health. To support this, the school makes available to all staff an 'employee assist programme'.

Health Assured provide staff with a 24-hour helpline to support you though any of life's issues or problems. Your call will be handled by an experienced therapist or adviser, who will offer support in a friendly, non-judgemental manner. The service also entitles to staff to up to 6 sessions of

counselling. The service is completely confidential and none of the information discussed is fed back to the Academy or Trust. **The free 24-hour helpline – 0800 028 0199**

Staff also have access to the health hub which can be accessed by following this link - <https://healthassuredeap.co.uk/contact-ha/>

**Username:** Brooke

**Password:** Weston

Staff are informed about this as part of their induction and the support is further promoted via performance management and individual needs. There are posters in staff toilets.

Additionally, the school supports staff wellbeing through a range of other initiatives including supervision for DSL's and discounted gym/swimming membership at local leisure facilities.

### Accessibility

The school uses the Every compliance management system to allocate and monitor a range of health and safety activities that ensure the school remains accessible and safe for all staff, students and visitors.

Of particular note, the school ensures special arrangements are in place for the evacuation of people with mobility needs through preparing 'personal emergency evacuation plans' (PEEPs), and fire risk assessments also pay particular attention to the needs of disabled people.

PEEP's are prepared by Charlotte Salter, SENDCo, and are shared with the individual as well as being stored with the SENDCo and in PA's office.

### Fire and other emergency procedures including 'invacuation'

The school maintains specific procedures for responding to emergency situations including fire and other potential threats. These procedures are reviewed annually or whenever required due to personnel changes. The procedures are available to all staff and can be found in every classroom, the staffroom, and all offices. The procedures details practical information to manage an effective response to a situation, as well as details regarding the frequency of practice drills.

All staff are provided an induction on joining the school and this includes details of the fire and other emergency procedures.

Compliance elements relating to the physical maintenance of fire safety systems and activities to ensure emergency procedures are well rehearsed and understood and managed via the Every compliance management system, providing assurance throughout the organisation.

### Business continuity and critical incidents

The school adopts the Brooke Weston Trust policy on "Critical Incidents and Crisis Management", accessible via the Brooke Weston Trust website

In the event of a critical incident the school Principal is responsible for coordinating the school's initial response including liaising with the Trust's Chief Executive Officer (CEO). The incident may then be managed in line with the Critical Incident and Crisis Management Policy and another suitable response plan may be formulated and agreed with the CEO.

### Risk Management

The school adopts the Brooke Weston Trust policy on “Risk Assessment”, accessible via the Brooke Weston Trust website. Risk assessments form part of the overall risk management system and are a part of the overall approach to health and safety management at the school.

Risk assessments are prepared by the most appropriate colleague responsible for the specific activity being assessed, including curricular and non-curricular activities. Risk assessments for activities such as working at height and fire safety will be carried out by a suitably qualified and/or competent person. Copies of risk assessments are stored electronically with the Principal, in the PA’s office and in the Site Manager’s office.

The school refers to best practice guidance and risk assessment templates to support their preparation, including those available from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education).

### Premises inspections and maintenance

The school is proud to maintain a safe and high-quality physical environment. A range of compliance activities that support the management of this work are coordinated through the Every compliance management system. This includes elements such as electrical, gas, water, fire and asbestos safety management. These activities are the responsibility of the Jon Warren, Site Manager.

In addition, the school property and grounds are routinely monitored for hazards which, if identified, will be assessed and appropriate mitigation planned. These inspection schedules are also managed through the Every system, but further supported by the all staff responsibility to report health and safety concerns that they encounter.

### COSHH (Control of Substances Hazardous to Health)

Hazardous substances are used throughout the school for the following purposes:

- Cleaning teams
- Catering teams
- Curriculum areas, such as science departments
- Grounds maintenance

The management of such substances is delegated to the senior colleague in charge of each area of operation. Materials are securely stored and labelled, with access to the substances controlled by lockable cabinets and rooms. COSHH data sheets and information files are stored with the materials to which they relate in the following locations:

- Cleaning Cupboard
- School Kitchen
- Site Manager’s Office

Materials which are used in accordance with instructions on the product label.

### Accidents and Investigations, including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

When an accident occurs at school or off site on a school organised activity, details of the incident are recorded in the accident book which is stored in the PA’s office. All records relating to accidents

and injuries are kept securely and access limited by storing in a locked office. Details of the incident will be recorded as soon as possible by the member of staff or first aider who responded.

Reporting to the Health and Safety Executive of accidents, injuries or incidents reportable under RIDDOR is the responsibility of Helen Foad. This reporting and record keeping is managed in accordance with the regulations. Details of all RIDDOR reportable incidents are also shared with the Trust central team.

The school reviews trends in accidents and injuries and provide records to the local governing body or other Trust governance structures to support ongoing improvements in health and safety management.

### Display screen equipment (Workstations)

The school adopts the Brooke Weston Trust policy on “workstation assessment”, accessible via the Brooke Weston Trust website. The policy sets out specific steps that the school will take to support display screen equipment (DSE) users, defined as colleagues who use DSE daily, for an hour or more at a time. This includes undertaking self-assessment risk assessments, which once completed and actioned at the school, are stored PA’s office.

If risks are identified where obvious solutions cannot be put in place, a further risk assessment may be required by a suitably trained person. This service may be provided from the Trust central team which, at the time of writing, employs an appropriately trained colleague. Alternate arrangements may also be accessed.

### Online safety

The school adopts the Brooke Weston Trust policy on “IT Acceptable Use” and “Online Safety”, accessible via the Brooke Weston Trust website.

### Professional memberships and curriculum delivery

The safe delivery of the school curriculum is ultimately the responsibility of the school Principal, who delegates the safe management of curriculum activities to Heads of Department, and ultimately teachers are responsible for the lessons they deliver.

The following professional memberships are maintained by the school, or are accessible to the school via Trust memberships:

- CLEAPS
- Art Association
- The Key
- Cambridgeshire Portal
- PE Hub
- Cambridgeshire Early Years Team

This supports colleagues with access to specific and appropriate guidance and best practice to help with health and safety management across a broad range of functions and operations of the school.

### Educational visits

The school adopts the Brooke Weston Trust policy on “educational visits and learning outside the classroom”, accessible via the Brooke Weston Trust website.

Further details of the school specific procedures to be followed when planning and organising trips and visits at the school can be accessed via EVOLVE.

The school has an appointed Educational Visits Coordinator who is appropriately trained and experienced to undertake the role for the school. The EVC is Kate Kendal, Assistant Principal.

The school uses EVOLVE to support the planning and appropriate approval of trips and visits.

### Lone working

The school adopts the Brooke Weston Trust policy on “Lone Working”, accessible via the Brooke Weston Trust website.

In line with this policy, the school ensures procedures are in place for undertaking risk assessments of situations where lone working is required. These risk assessments are available in Site Manager’s office. If necessary, in exceptional circumstances, ‘dynamic risk assessments’ will be carried out whereby the risks and agreed controls will be discussed between a staff member and their line manager. Responsibility for agreeing to lone working in these circumstances will ultimately be the responsibility of the school Principal.

### First aid

The school completes an assessment of need to ascertain how many trained first aiders are required. Appropriate training is then arranged to ensure that the school has sufficient capacity to provide first aid to staff and pupils as required. Training records and lists of first aiders are maintained by the school office.

Details of first aiders are displayed around the school to support their identification.

A dedicated space is maintained for the administration of first aid on both playgrounds during playtime and lunchtime.

- *If the school has a written first aid policy or procedure, add a reference to it here and hyperlink if possible.*

### Administration of medication

The school adopts the Brooke Weston Trust policy on “supporting students with medical needs in school”, accessible via the Brooke Weston Trust website.

Medicines brought into school are kept securely in the main office in a locked cabinet and access to the room is controlled by admin staff.

Records of any medication administered by staff are kept in the main office.

Parental consent is obtained where prescription or non-prescription medication is to be administered by school staff. Records of consent are stored in the main office. Medication may be administered without parental consent in emergency situations or exceptional circumstances in line with Trust policy.

### Visitors

All visitors (excluding staff and students) to the school are required to sign in using the Inventory digital visitor management system. In the event of system failure, paper records will be maintained of all visitors to the school. All staff have a responsibility to ensure visitors sign in appropriately when

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working in the school reception area, or if meeting visitors at any other location at the school. This ensures that accurate records are kept of all visitors to the school for child protection purposes.

All visitors are also made aware of key safeguarding information on their arrival. This is done by the admin staff, and visitors are given a leaflet regarding DSL's in school and details of evacuation procedures.

Further information on safeguarding pupils against visitors to the school is available in the Safeguarding and Child Protection Policy available on the Brooke Weston Trust website.

### Contractors

All contractors working within the school are required to sign in on each occasion they visit (see visitor section above). Further information on safeguarding pupils against visitors, including contractors, to the school is available in the Safeguarding and Child Protection Policy available on the Brooke Weston Trust website.

The school Site Manager is responsible for providing contractors with appropriate induction to the school, including provision of information such as asbestos registers, evacuation procedures etc. They also review risk assessments and/or method statements (RAMS) prior to work commencing. The Trust Director of Estates provides support to the school for significant projects or if the Site Manager requires assistance in ensuring the employer's obligations regarding contractors working on site are being appropriately discharged.

### Work experience / placement students

Where the school welcomes student teachers or other trainees on placement into the school, full induction is provided in the usual manner applicable for all staff and ongoing support is provided by a nominated mentor.

### Food Safety – school food provision

Provision of food for staff and students is made from the schools catering service. All food provided for breakfast and/or lunch is fully produced in the school kitchen.

All health and safety records relating to the catering service, including food hygiene, allergen, COSHH and risk assessment information are kept in the kitchen/catering team office. The Trust's Senior Catering Manager supports Debbi McKay, Catering Manager, with maintaining a safe catering operation at the school, including record management.