

## BURLINGTON INFANT AND NURSERY SCHOOL

### Policy Title: Health & Safety

**Persons with Responsibility:** **Su Yay-Walker:** Headteacher  
**Clare Burton:** School Business Manager (SBM)  
**Nic Mayer:** Site Manager

### Key Legislation:

- The Health and Safety at Work, etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Construction (Design and Management) Regulations 2015 (CDM)
- The Personal Protective Equipment at Work Regulations 1992

### Documents Consulted:

- RBK Health & Safety Policy (2023)
- National College (School Bus) Health & Safety model policy (2024)

| Issue No | Date     | Author  | Summary of Changes                                | Next Review Date |
|----------|----------|---------|---------------------------------------------------|------------------|
| 7        | Sep 2022 | CB, SYW | Removal of Covid guidance and risk assessment     | Autumn 2023      |
| 8        | Sep 2023 | CB, SYW | Reviewed, no changes                              | Autumn 2024      |
| 9        | Sep 2024 | CB, SYW | Reviewed, no changes                              | Autumn 2025      |
| 10       | Sep 2025 | CB, SYW | Reviewed. New template from RBK HR as highlighted | Autumn 2026      |
| 11       | Sep 2026 | CB, SYW | Reviewed                                          | Autumn 2027      |

Approved by governors at a meeting on:

Please refer to signed minutes of this meeting

### Equality Statement:

We have carefully considered and analysed the impact of this policy on equality and the possible implications for our stakeholders with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations in our community.

## **Statement of Policy**

It is the policy of Burlington Infant & Nursery School to maintain high health and safety standards to protect pupils, members of staff, visitors, and contractors. So far as is reasonably practicable, the school is committed to:

- Providing and maintaining safe and suitable plant, equipment, and systems of work.
- Providing information, instruction, training, and supervision to promote workplace health and safety.
- Maintaining a safe environment with secure access/egress and adequate welfare facilities.
- Assessing workplace hazards and implementing suitable risk control measures.
- Ensuring active employee involvement in health and safety continuous improvement.

## **Roles and Responsibilities**

### **Governors**

The Governing Body retains ultimate responsibility for health and safety compliance, ensuring that:

- Adequate resources are allocated to meet statutory requirements.
- Health and safety performance is reviewed termly via Headteacher reports and audit tracking.
- Competent health and safety advice is accessed via the Action HR Health & Safety Team.
- Contractors and volunteers are properly vetted and managed.
- One governor is nominated as responsible for Health and Safety to liaise with the Headteacher and others on health and safety issues. Their duties include:
  - Monitoring any actions arising from health and safety audits/inspections and ensuring adequate resources are identified by the Governing Body to make improvements.
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  - Taking an active part in school inspections and monitoring follow-up actions.
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  - Reviewing health and safety data, including accidents, and reporting progress/issues to the Governing Body.
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### **Headteacher**

The Headteacher has overall day-to-day operational responsibility to:

- Ensure policy implementation, monitoring, and annual review.
- Appoint competent staff to manage specific safety roles (e.g., Fire Safety Manager, Site Manager, EVC).
- Ensure adequate first aid, risk assessment, and safeguarding arrangements are maintained.
- Ensure staff are adequately consulted on health and safety matters.
- Ensure an update on health and safety is presented to the Governors at least every term via the Headteacher's report.
- Attend appropriate health & safety training.
- Ensure arrangements are in place for health & safety inspection & maintenance, including statutory inspections of plant & equipment across the school.
- Ensure all legally required documentation, such as Asbestos Management Plans and Legionella Control Schemes, is in place.
- Ensure adequate arrangements are made for the supervision of pupils and safety of staff/pupils for any off-site event or trip organized by or on behalf of the school.
- Ensure records are kept of children undertaking school trips and outings, together with the names and responsibilities of accompanying supervising staff.
- Ensure risk assessments for educational visits are authorised by the Educational Visit Coordinator and Headteacher through EVOLVE.

- Ensure school-specific risk assessments are undertaken and recorded where required, and that identified requirements are implemented.
- Ensure suitable safeguarding and security procedures are in place.
- Ensure accidents/incidents are suitably investigated and recorded.

### **School Business Manager – Fire & General Safety Lead**

The School Business Manager has responsibility for the planning & organisation of fire safety and general health and safety matters within the school to:

- Act as Appointed Fire Safety Manager, ensuring fire risk assessments are reviewed, termly drills take place and are documented, and maintenance logs are kept up to date.
- Coordinate statutory testing and maintenance of plant, equipment, water systems, gas, and electrical systems.
- Oversee the Asbestos Management Plan, Legionella Control Scheme, and H&S training records.
- Ensure DSE/workstation assessments and eyesight tests are made available to staff.
- Ensure the school has a Fire Safety Policy in place addressing local responsibilities and arrangements.
- Ensure inspection & maintenance of fire safety systems and equipment is taking place, providing regular reports to the Headteacher on the results.
- Ensure there is a nominated person and deputy for calling the fire brigade in the event of fire, displaying clear procedural notices.
- Ensure all staff take part in regular emergency drills and that staff with specific fire safety roles attend training refreshed at least every three years.
- Ensure all staff are aware of their particular responsibilities in the event of fire, including those leading Extended School activities.
- Ensure staff/students requiring additional help to safely evacuate have an up-to-date Personal Emergency Evacuation Plan (PEEP).
- Notify the Action HR Health & Safety Team of any work involving or storage of flammable, oxidising, or explosive substances.

### **Site Manager – Building & Maintenance Lead**

The Site Manager has responsibility to:

- Manage day-to-day site hazards, winter gritting, and contractor site access.
- Maintain the COSHH register and safety data sheets for site products.
- Notify the Action HR Health & Safety Team of any work involving or storage of flammable, oxidising, or explosive substances.
- Coordinate statutory testing and maintenance of school plant, equipment (including playground equipment), and systems alongside the School Business Manager using competent staff or contractors, ensuring prompt corrective action and record keeping.
- Ensure the school's Legionella Control Scheme is up to date.
- Ensure inspection and maintenance of fire safety systems, portable electrical equipment, fixed electrical installations, ladders, stepladders, playground equipment, and gas equipment are undertaken in accordance with legal requirements.
- Ensure statutory inspections of lifting equipment, pressure vessels, and exhaust ventilation equipment are undertaken and recorded.
- Arrange necessary corrective action identified by health and safety inspections.
- Ensure day-to-day premises maintenance is undertaken, reporting serious deficiencies that cannot be quickly corrected to the appropriate party.
- Conduct weekly walkthrough inspections of housekeeping standards across school premises.
- Work with the School Business Manager to act as the school representative in dealings with contractors, assisting in assessing contractor competence and monitoring safety standards.

- Ensure procedures are in place for informing contractors of hazards associated with work areas and emergency arrangements.
- Ensure COSHH assessments are available and followed for materials used or generated in maintenance, cleaning, and legionella control.
- Ensure work undertaken is within their training and competence (specifically excluding unauthorized work on roofs, scaffolding, or confined spaces such as drains/tanks).

### **All Staff**

All staff must take reasonable care of their own safety and that of others. Responsibilities include:

- Following safe working procedures and school policies.
- Reporting hazards, defects, near misses, or dangerous occurrences immediately.
- Ensuring proper use of protective equipment and safe clothing.
- Undertaking lessons and school activities in accordance with national, Council, or school health and safety guidelines.
- Ensuring they and their students are familiar with the school's fire procedure and their role in it.
- Maintaining good standards of housekeeping and cleanliness.
- Ensuring special equipment for which they are responsible is maintained in a safe condition and suitable for use.
- Ensuring off-site outings or activities only take place following written authorisation by the Headteacher, completion of written risk assessments, and consultation with the Educational Visits Co-ordinator.
- Attending required health and safety training.
- Undertaking formal health and safety monitoring or inspections as required by the Headteacher.
- Promptly reporting any deficiencies in health and safety standards to the Headteacher or Business Manager.
- Ensuring safeguarding and security procedures are followed.
- Ensuring equipment is only used as designed (e.g., not standing on chairs and tables when working at height).

### **Educational Visits Coordinator (EVC)**

The Educational Visits Coordinator responsibilities include:

- Coordinating between staff organising visits, the Headteacher, and the Educational Visits Adviser to ensure safe arrangement.
- Ensuring records are kept of pupils undertaking trips, alongside names and responsibilities of accompanying staff.
- Ensuring written confirmation and evidence of current licensing under Adventure Activities Licensing Regulations is obtained where adventure activities are planned.
- Ensuring risk assessments are documented via EVOLVE and authorised prior to departure.

### **Office Staff**

The office staff will be responsible for:

- Maintaining a list of first aiders, together with dates for refresher training.
- Arranging necessary refresher training for first aiders.
- Reporting to the Headteacher the need to train further first aiders to maintain required minimums.
- Ensuring notices displaying first aiders' names and locations are kept up to date.
- Maintaining local accident & incident records and ensuring reporting to the Headteacher.
- Reporting accidents, incidents, and violent incidents to the Action HR Health & Safety Team via the AMS system.

## **School Pupils**

All pupils are required, having regard to their age and maturity, to act in accordance with school health and safety instructions, rules, and procedures, and not behave in a way that puts themselves or others in danger. Pupils must not interfere with or misuse safety or fire equipment.

## **Employees from Other Organisations Working Within School**

When working within the school or undertaking work as part of an Extended School activity, external employees must carry out work in accordance with instructions or training provided by the school or Council. They are responsible for drawing attention to any equipment or situations creating danger and ensuring work avoids risks to themselves or others.

## **Parents, Carers, Members of the Public, and Users**

All parents, carers, members of the public, and users of the school are required to act in accordance with school health and safety instructions, rules, and procedures, avoiding behaviour that puts themselves or others at risk.

## **Volunteers**

Where work on school buildings or facilities is proposed by volunteers, a health and safety plan will be developed in conjunction with the Headteacher to ensure safe execution. The plan must detail supervision arrangements, volunteer competence/experience, and necessary safety precautions.

## **Arrangements**

### **Standards and Guidance**

The school complies with relevant legal standards by following guidance from the Action HR Health & Safety Team. Where specific guidance is unavailable, practices recommended in Health & Safety Executive (HSE) or Department for Education (DfE) publications, or relevant British/European Standards, are adopted.

### **Competent Professional Health & Safety Support**

The school receives Health & Safety advice and assistance from the Action HR Health & Safety Team and sends a representative to regular regional Schools Health & Safety Meetings.

### **Staff Consultation**

Health & safety is a standing agenda item at all staff meetings. Staff may also raise concerns directly with the Headteacher.

### **Health & Safety Committee**

The committee consists of the School Business Manager (SBM), Site Manager (SM), and 3 First Aid-trained staff members from across the school. They meet termly to highlight issues, agree on actions, and report back to the Headteacher.

The SBM, SM, Headteacher, and H&S Governor meet termly to perform a health and safety walkthrough of the school. A termly report is shared with the Resources Committee, and an annual summary report is prepared for the Governors.

## **General Health & Safety**

- **Risk Assessments:** Undertaken by appropriate personnel, discussed with relevant staff, and reviewed annually (or following major incidents/changes in activity). Training is available to staff.
- **Selection of Staff:** Staff are selected with regard to required experience and health & safety competence. Training is provided to address skill gaps. The Headteacher ensures Disclosure & Barring Service (DBS) checks are completed for all staff and relevant volunteers.

- **Information, Instruction & Training:** All staff receive Health & Safety Induction covering emergency arrangements and first aid. Online and classroom-based training is regularly reviewed to address extra needs.
- **Management of Organisational Change:** The Governing Body ensures safety implications of planned organisational changes are managed effectively. Staff are kept informed via staff meetings and INSET days.
- **First Aid:** Sufficient qualified First Aiders are on duty at all times, with adequate supplies maintained. PSA events and external activities account for required First Aid cover.
- **Display Screen Equipment (DSE) / Workstation Assessment:** Workstation setup info is provided at induction. Identified DSE "users" are encouraged to reassess workstations annually or upon experiencing discomfort.
- **School Trips and Educational Visits:** Follows Action HR guidelines. An appointed EVC manages trip reviews. Risk assessments are completed for every trip, licensing is checked for activity centres, and high-risk trips are referred to an independent Educational Visits Adviser.
- **Asbestos:** An Asbestos Management Plan is in place. Management Survey last performed May 2000 (Environmental Contamination Services Ltd). In-house reinspections occur every 6 months. Staff involved in asbestos management receive refreshed training every three years.
- **Legionella:** Control Scheme assessed by Building Monitoring Services Ltd (30th July 2025) and reviewed termly. The SBM serves as the trained competent person managing day-to-day risks.
- **Plant and Equipment:** Managed contracts cover annual gas safety inspections (Gas Safe registered engineer), 5-year fixed electrical inspections (NICEIC qualified), and passenger lift checks (annual maintenance + 6-monthly LOLER examination via Pickerings Lifts Ltd).
- **General Site Safety:** Includes regular call point testing, water temperature monitoring, walkway clearance, winter gritting/salting supplies, and prohibition of pets (except assistance animals or pre-arranged Pets Week events). Statutory H&S posters and evacuation signage are displayed. Car park risk assessments will be completed following new car park construction.
- **Electrical Safety:** Site Manager coordinates/undertakes minor electrical repairs (isolating supply first). Mains portable equipment used outdoors requires SM approval and 30mA RCD protection.
- **Playground and Gym Equipment:** Complies with BS EN 1176 (equipment) and BS EN 1177 (surfacing). All new purchases are CE marked. Regular visual checks and annual professional inspections are conducted.
- **Work at Height:** Risk assessments are completed for regular high-level tasks. Working at height equipment complies with Class 1/EN 131 standards. Staff training is refreshed every three years.
- **Manual Handling:** Covers static loads and pupil movement/lifting. Written risk assessments are maintained, and required staff receive refresher training every three years.
- **Accident & Incident Reporting:** Injuries are reported to First Aiders and logged in the Google Accident log (Office/Nursery). Serious injuries/head injuries are assessed in the main office medical room. Formal reporting occurs via the Action HR online Accident Management System (AMS), with RIDDOR reporting to the HSE carried out as required.
- **Violence:** Zero tolerance policy covering verbal abuse, threats, anti-social behaviour, property damage, physical violence, and online/social media bullying. Incidents are logged via AMS and escalated to authorities as necessary.

#### **Contractors, Agency Staff, and Visitors**

- **Managing and Monitoring Contractors:** Dedicated policy in place, utilising Construction Design Management (CDM) guidance and Action HR templates.
- **Engagement of Agency and Supply Staff:** Agencies are informed of required safety qualifications. Induction is delivered on day one, and DBS checks are verified.
- **Work Experience and Young Persons:** Risk assessments are completed and shared with organizing institutions prior to placements.

- **Evening Events and External Facility Use:** Out-of-hours events require Headteacher approval and a safety plan drawn up by the Fire Safety Manager and event organizer, covering fire safety, external equipment, first aid, and catering safety.