Health and Safety Policy

Applicable to:	✓	Seaton Valley High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
Approval body:	Corporate Health and Safety, delegated to Executive Headteacher	

Status:

Statutory policy or document	Yes
Review frequency	Annual
Approval by	Employer

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Review:

Frequency	**Next Review Due**
Annually	Autumn 2027

Version Control:

Author	Creation Date	Version	Status
Seaton Valley Federation (SH)	17 November 2016	1.1	Final policy for SVF adapted from NCC Model Health and Safety Policy for Schools (February 2014) including Health and Safety roles applicable from 1 January 2017
Changed by	**Revision Date**		
Seaton Valley Federation (SH)	15 February 2017	1.2	Updated with amended names and dates following new appointments etc.
Business Manager (BW)	11 May 2018	1.3	Updated to reflect NCC model policy (February 2016)
Business Manager (BW)	13 September 2018	1.4	Minor amendments following H&S Management team review
Business Manager (BW)	27 September 2018	1.5	Updated to reflect NCC model policy (October 2018)
Business Manager (BW)	2 October 2018	2.0	Final approved version for publication
Business Manager (BW)	1 November 2018	2.1	Minor updates to staffing information
Business Manager (BW)	22 October 2019	2.2	Updated in line with NCC model policy (October 2019) with changes to staffing information where required
Business Manager (BW)	6 November 2019	3.0	Final approved version for publication
Business Manager (BW)	8 September 2021	3.1	Updates to staffing information ahead of review by Resources Committee
Business Manager (BW)	27 September 2021	3.2	Changes to policy approval body and review frequency in line with latest DfE guidance
Business Manager (BW)	22 October 2021	4.0	Final approved version for publication
Business Director (BW)	15 February 2023	4.1	Updates to staffing information ahead of review by NCC Corporate H&S
Business Director (BW)	9 March 2023	5.0	Final approved version for publication
Business Director (BW)	28 November 2023	5.1	Updated in line with NCC model policy (October 2023) with changes to staffing information where required
Business Director (BW)	15 December 2023	6.0	Final approved version for publication
Business Director (BW)	19 August 2024	6.1	Updates to staffing at section 2 and to clarify reporting procedure at 6.8

Business Director (BW)	4 September 2024	7.0	Final approved version for publication
Business Director (BW)	6 August 2025	7.1	Annual review; minor updates throughout; replaced references to ACHS with SVHS
Business Director (BW)	11 September 2025	8.0	Final approved version for publication
Business Director (BW)	10 November 2025	8.1	Updated key contact details
Business Director (BW)	26 January 2026	8.2	Updated key contact details; addition of lone working policy at Appendix A
Business Director (BW)	3 August 2026	8.3	Annual review; updated key contact details
Business Director (BW)	24 August 2026	9.0	Final approved version for publication
Business Director (BW)	26 October 2026	9.1	Updated key contact details
Business Director (BW)	4 November 2026	9.2	Updated to reflect new NCC Connected Safety Net incident recording system

1 General statement of policy

1.1 The health, safety and welfare of everyone who attends our schools are of fundamental importance. In partnership with Northumberland County Council (NCC), the governing body recognises its responsibility to provide a safe and healthy environment for staff, students, contractors and visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to Health and Safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from the LA and through persons competent in Health and Safety matters
- a written system of safety management which includes:
    - the identification of needs and objectives, in order of priority
    - the allocation of appropriate funds
    - the integration of Health and Safety planning within the School Development Plan
    - the regular monitoring of progress, and of safety performance, to be used in the planning process
    - an annual review of this Health and Safety Policy
    - an annual Health and Safety audit of each site, using the NCC School Health and Safety Performance Audit template
    - the inclusion of Health and Safety on the agenda of governing body meetings, at least annually
    - the inclusion of Health and Safety as a standing agenda item at regular staff meetings

1.2 The Executive Headteacher and Senior Leadership Team have delegated responsibility for the day to day running of the schools, including managing health and safety risks.

1.3 The Health and Safety at Work Act 1974 requires an employer to publish a Health and Safety Policy setting out the employers' statement of intent, management organisation and detailed arrangements with regard to health and safety and bring it to the attention of their staff.

1.4 In view of this, this Health and Safety Policy has been devised to provide details of the specific arrangements in place to manage health and safety risks within our schools. To supplement this, the NCC Health and Safety Manual (HSM), along with several other supporting policy documents is also used and referenced. The HSM is no longer published on the NCC website, but a copy is available on request from the federation's Health and Safety and Technical Support Manager.

1.5 Many members of staff have already undertaken much work to produce this policy, and governors wish to acknowledge their appreciation of these contributions. The maintenance of a detailed policy will require a continuing commitment from staff

and an annual review of the policy is carried out. Further contributions or suggestions from members of staff are most welcome.

2 Safety organisation

Title	Name
Chair of Governors	● Rebecca Bray
Vice Chair	● Raj Das
Governor with Safety Responsibilities	● Rebecca Bray
Executive Headteacher	● Alan Rogers
Heads of School	● Dave Anderson (SVHS) from Jan 2027 ● Karen Hopper (SSMS) ● Jon Souter (WMS)
School Safety Coordinator	● Jade Murphy
Heads of Faculty/Subject Lead Teachers (and areas of responsibility, if not obvious)	● Victoria Brown - Head of Faculty Social Sciences (SVHS) ● Michelle Chadkirk – Head of Faculty English Years 7-13 (SVHS/WMS) ● Dan Gilhooley - Head of Faculty World of Work including IT Years 7-13 (SVHS/WMS) ● Matthew Hiscock – Head of Faculty Science Years 7-13 (SVHS/WMS) ● Martyn Jones – Head of Faculty Arts and Technology Years 7-13 (SVHS/WMS) ● Chris Lamb – Head of Faculty PE and Health Years 7-13 (SVHS/WMS) ● Nicola Midgley – Head of Faculty Culture and Diversity Years 7-13 (SVHS/WMS) ● Alex Moore – Head of Faculty Maths Years 7-13 (SVHS/WMS) ● tbc – Technology (SSMS) ● Kellyann Cook – Science (SSMS) ● Gemma Daglish - English (SSMS) ● Shaun Barkley – PE (SSMS) ● Katie Gibson – Art (SSMS) ● Graham Porter - Maths (SSMS) ● Katie Mason - ICT (SSMS) ● Helen Campbell – Science (WMS) ● Clair Lawton – Art/Technology (WMS) ● Neil Robinson – PE (WMS)

Coordinator - COSHH	• Jade Murphy
Coordinator - Manual Handling	• Jade Murphy
Coordinator – Fire and Emergency	• Jade Murphy
Coordinator – First Aid	• Angela Vintis
Coordinator – Medication for Pupils	• Angela Vintis
Coordinator – Pupil Risk Assessment	• Angela Vintis
Catering Manager	• Zoe Chohan
Trained Assessor – Display Screen Equipment	• Matty Kiddell
Radiation Protection Supervisor	• Steve Henderson
Educational Visit Coordinators (EVCs) Trained to deputise in an EVC's absence	• Rebecca Hewitson (SVHS) • Shaun Barkley (SSMS) • Neil Robinson (WMS) • Gary Taylor
Designated Safeguarding Officers	• Stephen Wood (SVHS) • Ali Bartlett (SVHS) • Natalie Gilhooley (SVHS) • John Hamilton (SVHS) • Steve Henderson (SVHS) • Bex Hewitson (SVHS) • Lucy Shield (SVHS) • Karen Hopper (SSMS) • Sarah Curry (SSMS) • Rachael Elliott (SSMS) • Katie Mason (SSMS) • Clare Tennant (SSMS) • Kath Lennon (WMS) • Jon Souter (WMS) • Bev Telfer (WMS)
Membership of the Safety Management Team	• Rebecca Bray (Governor) • Martyn Jones (NASUWT Safety Rep) • Matty Kiddell • Jade Murphy • Gary Taylor • Angela Vintis • Ben Watson

3 Roles and responsibilities (see Section D of HSM)

3.1 Further, more detailed information, regarding roles and responsibilities can be found in 'Section D - Organisation' of the HSM.

Governors

3.2 The Chair of the governing body should take steps to discharge their own responsibilities for Health and Safety performance in school. Details of the responsibilities of governing bodies in relation to NCC are given in section 'E1 - Safety Management' of HSM. However, some of the principal responsibilities are to:

- ensure that the Executive Headteacher has made adequate arrangements to discharge their responsibilities for Health and Safety within the schools as detailed below
- take an active role in the development of the Health and Safety Policy for the schools that reflects local procedures and policies
- in conjunction with the Executive Headteacher, provide a monitoring role for the school for Health and Safety performance; any inspection reports will contain the following:
    - action allocated to individuals who are responsible for the function
    - time limits set for action
    - remedial action to deal with the problems identified
    - identification of any long term action required in order to address underlying causes of problems
- ensure that Health and Safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item; this will include discussion of any safety reports or information issued to the Executive Headteacher by NCC
- provide information to NCC on Health and Safety matters when requested
- ensure adequate resources are given to safety issues
- review performance periodically
- ensure that safety training is given priority for both governors and staff
- ensure that the protocols detailed in section E3 are followed.

Executive Headteacher **(The following points are a summary; full details of roles and responsibilities can be found in Section D of HSM)**

3.3 The Executive Headteacher is responsible for the effective day-to-day management of school activities, including the safety of staff and students. Assistance in this task is provided through the delegation of specific duties to the management team.

3.4 The Executive Headteacher, assisted by the management team, is responsible for:

- ensuring that all full and part time employees under their control, including part time youth leaders and adult education tutors, carry out their work so as to avoid, so far as is reasonably practicable, risk to the health or safety of pupils, students, employees, or any member of the general public
- ensuring that all staff are aware of any documentation and follow any instructions or procedures issued by NCC relating to health and safety
- where appropriate, nominating staff to be responsible for specific aspects of health and safety and ensuring that all staff are aware of such delegations
- ensuring that only appropriately qualified and experienced members of staff supervise potentially hazardous activities
- ensuring that there are adequate arrangements for the supervision of pupils at all appropriate times

- ensuring that adequate arrangements exist for the reporting of accidents, violent incidents and serious near misses and potential hazards, and that such reports are forwarded to NCC and relevant statutory authorities (e.g. HSE)
- ensuring that adequate arrangements exist for emergency evacuations and that all staff and pupils are aware of such arrangements
- ensuring that fire safety advice forwarded by NCC is adhered to, and that all reasonable precautions are taken by staff to minimise the risk of fire; Fire Risk Assessments should also be completed
- ensuring procedures are in place to ensure that statutory maintenance and testing of equipment and plant is undertaken by a competent contractor
- carrying out procedures to ensure that only competent contractors are brought onto school sites to carry out works
- making adequate arrangements for the site induction of any contractor brought onto the site so that the activities do not interfere or cause a risk to the safety of staff and children on site
- immediately informing NCC of any unsafe practice or condition arising from the work of a contractor on the site, which may endanger the health or safety of staff, pupils or members of the general public
- ensuring that all staff are fully aware of any asbestos material in the school and make arrangements to ensure that no person brought onto site is exposed to risks from asbestos; any asbestos that is disturbed should be reported to the Asbestos Manager in the Property Services Section and staff and pupils removed from its vicinity
- ensuring that arrangements are in place for staff to report defects and unsafe conditions and that appropriate action is taken to remedy concerns
- consulting with school safety representatives on all matters that arise relating to the health, safety or welfare of staff under their control and take appropriate action in response to reports received
- ensuring that members of staff receive adequate health and safety information, instruction and training with respect to their work activities, and that induction and any training identified as part of the risk assessment process are included
- ensuring that risk assessments have been completed and are regularly reviewed for all activities on site as required by health and safety legislation
- maintaining appropriate safety records in accordance with policy
- ensuring that all purchases have been assessed for suitability and compliance with the Provision and Use of Work Equipment Regulations 1998
- making suitable arrangements to ensure that all plant and equipment is maintained in safe and serviceable condition
- maintaining the routes for communication of health and safety issues e.g. safety committees and/or safety groups, and maintaining the written communication routes for safety issues, for example distribution of notes of meetings, updating school safety policies
- ensuring adequate liaison with the Corporate Health and Safety Team and the Occupational Health Team, as required
- ensuring that health and safety standards and compliance with procedures are adequately monitored
- reviewing the health and safety performance of the schools on a regular basis in conjunction with the federation's governing body
- implementing a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable
- implementing such procedures as are necessary to comply with all health and safety legislation, in accordance with NCC guidance
- providing regular reports on significant issues and general progress to the governing body

- fostering the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety

Heads of School

3.5 The Heads of School are assigned specific duties to assist the Executive Headteacher in the day-to-day management of the schools, and deputise for the Executive Headteacher during any period of absence. They play a vital role in ensuring agreed policies and protocols are followed by students, staff, visitors and contractors as the lead professional based wholly at their school.

School Safety Coordinator

3.6 The School Safety Coordinator works alongside the Business Director in implementing those Health and Safety arrangements necessary to:

- assist the Executive Headteacher and Business Director to annually review the federation's Health and Safety Policy and arrangements
- ensure that members of staff are aware of, and have access to, the federation's Health and Safety Policy
- ensure new or temporary staff are informed of their Health and Safety responsibilities and duties and that they are provided with the necessary information, documentation and support to allow them to carry out their duties safely
- liaise with the Executive Headteacher and where appropriate seek further advice on the implications of safety legislation, codes of practice and approved safe working procedures
- identify Health and Safety aspects affecting the design and layout of new and reorganised working areas.
- identify Health and Safety aspects of new plant, equipment and personal protective clothing
- ensure that periodic inspections of the premises, plant, tools, equipment and work activities are completed by departmental manager, reporting to the Executive Headteacher and other managers who have responsibilities for actioning Health and Safety reports
- assist management with the preparation of departmental safe working procedures and safety rules
- liaise, where appropriate, with NCC Health and Safety Advisors, Health and Safety Executive (HSE) Inspectors, Fire Safety Officers and Environmental Health Officers

3.7 The School Safety Coordinator is also tasked with monitoring the Northumberland Education e-courier to ensure Health and Safety information issued centrally is picked up and actioned as required.

Heads of Faculty / Subject Lead Teachers

3.8 Heads of Faculty and Subject Lead Teachers are responsible to the Executive Headteacher and Heads of School for the safe management of their curriculum area/subject and for implementing specific school Health and Safety procedures relating to the subject area.

3.9 They will identify clear short and long term priorities of the faculty/subject with regard to Health and Safety and provide this information to the Executive

Headteacher and Business Director so that it may be included in the normal budget planning arrangements.

3.10 They will maintain a permanent file of safety publications and guidance issued by the LA, or any other relevant bodies or professional associations, relevant to the subject. They will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of such staff, and added to the file, as appropriate. They will assist in the fostering of a positive safety culture within their subject area.

3.11 They will make appropriate arrangements for the periodic monitoring of safety standards, arrangements and progress towards identified objectives. They will report the results to the Executive Headteacher and Business Director, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

Heads of Service Departments e.g. Community, Caretaking/Cleaning, Catering

3.12 Heads of 'service departments' are responsible to the Executive Headteacher, via the Business Director, for the safe organisation and work of the service, and for fulfilling all relevant functions listed under 'Heads of Faculty / Subject Lead Teachers' with respect to their own team. This includes responsibility for reporting accidents, defects to the building or their equipment, and any other relevant matters. **(Section E3 of HSM)**

All Staff

3.13 All staff have a duty to take reasonable care of themselves and other persons who may be affected by their acts or omissions at work. Individuals also have a duty to cooperate with their managers in order that the employer can fulfil its statutory duties. The Health and Safety at Work Act 1974 also makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

3.14 Health and safety legislation requires all staff to use all materials, equipment and facilities in accordance with the information, instruction and training which they have received. Furthermore, staff must observe site safety rules and all instructions on Health and Safety issued by the Local Authority, Executive Headteacher, Heads of School, Business Director or any other person delegated to be responsible for a relevant aspect of safety. Individuals must also assist Officers of NCC and Inspectors of the Health and Safety Executive in their inspections and investigations.

3.15 Staff must report immediately to their line manager any:

- serious and immediate danger to Health and Safety, including any defects relating to facilities or equipment (which should also be reported to the site team via iAM Compliant)
- matter which they, taking into account their instruction and training, would reasonably consider represents a shortcoming in the protective arrangements for Health and Safety
- accidents, near misses, violent incidents and hazards, ensuring that an appropriate report form is completed

Pupils

3.16 Pupils, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the Health and Safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- observe all of the school's Health and Safety rules, and in particular the instructions of staff in an emergency situation
- not wilfully misuse, neglect or interfere with things provided for their Health and Safety

4 Management of health and safety

4.1 The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted. This policy is based on the Health and Safety Executive (HSE) model "Managing for Health and Safety" contained in their document HSG-65 (2013) based on the principle of "Plan, Do, Check, Act".

4.2 The general arrangements are detailed in the Statement of Policy. Detailed arrangements and responsibilities of schools are provided in section E1 of the HSM and applied as appropriate. The Executive Headteacher, management team and governors are aware of the content of section E1 and the arrangements for fulfilling these duties are documented within this policy.

Meetings of the Health and Safety Management Team

4.3 Purpose of meetings:

- To direct and coordinate the necessary planning for Health and Safety, and to review the federation's Health and Safety Policy
- To review, prioritise and direct safety initiatives arising from:
    - plans submitted by faculties/departments and/or subject leads
    - reports concerning safety inspections, accident reports and other means of monitoring performance
    - new information or guidance received from NCC, enforcing authorities or consultants
- To audit all parts of the safety management system on an ongoing basis
- To monitor the frequency and trends of hazards, accidents and near misses
- To report relevant Health and Safety matters to the appropriate governing body committee

4.4 The frequency of meetings is determined by the size and complexity of the schools and number of issues to be dealt with; it is set by the Business Director and meetings currently take place on a termly basis. Additional meetings take place after serious incidents or where necessary.

5 General arrangements

5.1 The arrangements set out in Sections E to L of the HSM remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, identify responsible individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to

include individual topics which do not appear in the HSM that over a period of time this section may develop into a comprehensive and valuable resource.

5.2 Over the course of time circumstances may change. It is, therefore, important that these arrangements are reviewed so as to remain fully up to date.

6 Accidents, near misses and violent incidents (Section F1 and F2 of HSM)

Accident Procedure

6.1 In the event of an accident any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person. A message must be sent to the school office as an urgent action. An assessment of the injury is made by the first aider at the earliest opportunity.

6.2 Should an ambulance be required it is usually summoned from the main office. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff can summon the ambulance by calling 999. In this case, again, a message is sent to the main office as soon as possible to allow plans to be made to meet the ambulance.

6.3 In the event of serious injury or ill health to a student, the parent (or emergency contact) is contacted immediately using the contact numbers held on the school's Management Information System (currently Bromcom). A request to collect their child to take home or to hospital will be made, as appropriate. **Medical treatment or advice will not be delayed if parents or emergency contacts are not available.**

6.4 In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany them, a member of the school staff will go to the hospital to await the arrival of the parent. On occasion, it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff must ensure that either their own insurance covers this eventuality, or that they are eligible for cover under the federation's motor insurance policy. Staff should be aware that hospital personnel will stabilise the casualty's condition until the parents arrive and give consent to further treatment.

6.5 Students will only be sent home when a responsible person is present to take care of them. This would normally be a parent, emergency contact or close relative.

Violent Incidents

6.6 The federation follows the guidance in section F2 of the H&S manual in respect of arrangements in place to manage the risk of violence. Violent incidents are investigated in the same way as accidents and near misses.

6.7 Where an incident involves a pupil, appropriate action is taken as needed. This may include the development of an individual risk assessment which considers the risk from violence and appropriate control measures. Other actions may include seeking support from various professionals, a review of a behavioural support plan, consequences for the pupil, reviewing staff training needs and provision of wellbeing support to staff.

6.8 The overall risk from violence is considered in a school policy/risk assessment, which

records the general arrangements in place to mitigate the risk.

Record Keeping

- **Bromcom Medical Event**
    - All accidents and incidents involving pupils and which require first aid must be recorded as a 'medical event' in the federation's Management Information System (Bromcom).
- **iAM Compliant and Accident, Near Miss, Violent Incident Logging (ANVIL)**
    - In the case of pupil incidents, an iAM Compliant online report is completed for all incidents resulting in significant injury such as sprains, strains, lacerations, fractures, injuries to the head and any other unusual injuries. Injuries occurring during break or lunchtime do not need to be recorded unless they are caused by a facility defect on school grounds or involve play equipment. It is important that the member of staff supervising at the time of the incident assists in recording the details accurately.
    - **ALL** incidents involving staff or visitors must be recorded on iAM Compliant. There are no exceptions to this. Reports of staff incidents are completed by the relevant line manager; if the report is completed by another member of staff then the form will be viewed and authorised by the line manager. It is important that actions to prevent recurrence are always recorded and any required actions implemented. **The injured person should not complete the form.**
    - External hirers and third-party users using school facilities must immediately inform duty staff of any accident, injury, or near-miss incident that occurs on the premises during their hire period. To assist the federation with incident reporting, hirers **MUST** scan the QR code located on the external doors of the sports building and complete the digital reporting form. Failure to report incidents may lead to the review or cancellation of their hire agreement.
    - Information captured on iAM Compliant will then be passed on to Northumberland County Council by the federation's Health and Safety and Technical Support Manager via the Connected Safety Net system. The Safety Coordinator and Business Director will monitor records to identify accident trends.
- **Accident Investigation**
    - The Safety Coordinator will advise staff on the appropriate level of response.
    - A senior member of staff will undertake an investigation using form ACC2 if the incident is serious, complex or one which may have serious repercussions.
    - In the most serious cases the school will call in a Health and Safety Advisor. If appropriate, they will undertake a full accident investigation and take photographs and witness statements.
- **Reportable Injuries**
    - The Health and Safety Executive (HSE) will be notified of an incident immediately in the following circumstances:
        - death or 'specified injuries' in respect of employees
        - death of a pupil
        - 'dangerous occurrences'
        - 'occupational diseases'
        - injuries to students or non-employees, arising out of or in connection with work activities, where the injured person is taken

directly to hospital from the scene of the incident and receives treatment

- In the case of injuries to employees resulting in an over-seven days' absence from work, these will be reported to the HSE within 15 working days. This will be done using the information about the incident recorded on Connected Safety Net.
- **All notifiable incidents can be reported to the HSE via their online reporting system.**

7 First aid arrangements (Section F3 of HSM)

7.1 First aid arrangements are given below:

- A member of staff (Angela Vintis) has been nominated to act as First Aid Coordinator. They take on the responsibility for ordering items and replenishing first aid boxes and ensuring that certificates remain current.
- At least two members of staff in each of our schools are trained to the full First Aid at Work standard and staff in practical areas (PE, Science, Design & Technology) trained to at least the emergency aid level. The position is monitored to take account of staff turnover.
- First aid boxes at Prospect Avenue are located in the SVHS main office, WMS reception desk, the SVHS science prep room, sports centre corridor, swimming pool, swimming pool plant room, DT workshop, food technology room, kitchen, sixth form café and caretaker's cupboard. Portable first aid bags are held by PE for outdoor activities.
- First aid boxes at SSMS are located in the first aid room, woodwork room, science room, PE area and kitchen.
- All three schools have portable first aid bags for trips including Duke of Edinburgh expeditions.
- A medical room is available at both sites; supervision of this facility must always be a consideration. In more serious cases the child will be transferred to the care of parents as soon as possible.
- The list of designated first aiders with full First Aid at Work (3 day) training is displayed in prominent places in all three schools and is also available on request from the federation's First Aid Coordinator, Angela Vintis.

8 Health matters

<u>Policy on Supporting Pupils with Medical Conditions</u>

8.1 The governing body has a legal duty to ensure the federation has a suitable policy in place which is regularly reviewed. The means of identifying students' medical needs should be established:

- by writing letters to parents
- on intake forms which require parents to identify medical needs

8.2 Staff only administer prescribed medication with the agreement of the Head of School and only when a parental consent form has been completed. The medication is only administered during school hours where this is unavoidable.

8.3 Arrangements have been made for the storage of medication in school in a secure cabinet. The exception to this is emergency medication, such as asthma inhalers or auto injector pens, which are not locked away.

8.4 Medication is suitably labelled with details of name and dosage.

8.5 All staff should know the location of students' health care plans, where they exist for more serious conditions. First aiders have a comprehensive list of a student's medical requirements. Medical input to the individual health care plans is sought from the School Nurse Service.

8.6 Arrangements have been made to train staff, particularly to recognise and deal with anaphylaxis, asthma, diabetes and epilepsy.

8.7 Administration of non-prescribed Paracetamol tablets (500 mg) is kept to a minimum, though it is permissible in certain circumstances, such as period pains and migraine. The following will still be required:

- parental consent
- record of issue
- details of any allergies

Infection Prevention and Control

8.8 The federation is committed to safeguarding the health of pupils, staff and visitors by introducing measures that help reduce the spread of infection amongst the school community, thereby helping protect the wider community. The following arrangements are in place:

- The risk of infection is considered in activity-based risk assessments, ranging from carrying out personal care activities to outdoor activities.
- A risk assessment covering respiratory infection (including COVID-19) is regularly updated.
- Staff and parents/pupils are reminded to stay away from school if they are unwell, in particular if they have a high temperature, fever or sickness/diarrhoea. Staff and pupils should stay off work until they have symptom free for 48 hours following diarrhoea/sickness.
- Posters are displayed reminding site users of the infection control precautions in place.
- Separate wash hand basins with liquid soap, warm water and paper towels/hand dryers are provided throughout the schools to allow regular hand washing.
- A documented cleaning regime is in place. Cleaning of frequently touched points, such as door handles is prioritised.
- Staff receive general awareness training in respect of infection prevention and control procedures and also in respect of the specific arrangements in place at the schools.

8.9 The federation follows the UK Health Security Agency (UKHSA) guidance on Health protection in children and young people settings, including education which includes advice in relation to managing specific infectious diseases, including any required exclusion periods for pupils or staff. It also provides advice to take in the event of an outbreak and where necessary the school will contact the UKHSA North East Health Protection Team on 0300 303 8596 for advice when an outbreak is suspected. Communications to parents regarding outbreaks will be considered under the direction of the HPT, who will advise on the content. The Northumberland County Council Infection Control Policy is referred to which provides further information on general infection control procedures and documents the Local Authority

arrangements for the Proper Officer role (who receives reports of notifiable diseases – this role is currently carried out by the UKHSA Health Protection Team Director).

8.10 Contingency planning in respect of significant public health incidents is included in the federation's Emergency Plan for each site.

Staff Health (Including Stress Management)(Section K1 of HSM)

8.11 Staff should note the content of section K1 'Health' of the HSM, which signposts to health related policies - federation-specific versions of some of these are available on the federation's website.

9 Building, site maintenance and commissioning services independently (Section E3, G3, H3, J1 and J2 of HSM)

9.1 Site safety inspections are carried out on a regular basis and findings documented.

9.2 The Executive Headteacher is in charge of the maintenance of the school site and its buildings. All staff have a responsibility to notify the site team of any defects they find via iAM Compliant. The Business Manager - ICT and Infrastructure is responsible for arranging repairs, either directly via a contractor or by reporting more serious defects to NCC's Property Services Helpdesk. The need for emergency repairs is notified in the same manner. This enables Property Services to prioritise and assign workloads accordingly and allows requests for work to be traceable. Site staff have a responsibility for the reporting of building/site defects to the Senior Leadership Team.

9.3 The federation has developed a Contractor Induction Pack (available at each school's main reception) and an HSC1 form is completed to record the essential exchange of Health and Safety information between the school and the contractor in relation to works to be undertaken. A copy of the asbestos survey for the site is kept in the school reception area and shown to all contractors. The Business Manager - ICT and Infrastructure is responsible for liaison with Property Services staff (where appropriate) and contractors in order to coordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 form, when required. The federation's consistent application of HSC1 and N1 processes is essential in ensuring that any asbestos in-situ is not disturbed. **(HSM: J2)**

9.4 When commissioning services independently, the federation will ensure that the protocols detailed in section E3 are implemented. **In particular, construction or invasive maintenance work will not commence unless an N1 form has been completed by the school and approved by Property Services.** Additionally, the Executive Headteacher is fully aware of ongoing Duty Holder responsibilities to ensure arrangements are adequate and any essential remedial actions highlighted are dealt with appropriately. **(HSM: J1)**

10 Maintenance and testing of equipment (Section E1 and G1 of HSM)

10.1 The Business Manager - ICT and Infrastructure ensures that:

- internal school procedures are established and followed
- liaison with NCC and contractors takes place

- full records relating to statutory testing are maintained; these will include:
    - annual safety tests of 240v portable electrical appliances **(L4 of HSM)**
    - five-yearly fixed wiring inspection **(L4 of HSM)**
    - weekly testing of the fire alarm system and other fire safety checks **(Section 5 of the Fire Log Book)**
    - water hygiene testing **(H8 of HSM)**

10.2 Residual Current Device (RCD) testing is also carried out and the results recorded.

10.3 The federation will ensure that the specification for any alternative statutory inspection and testing services is comparable to services provided by Property Services. We will cooperate and provide evidence of this to Property Services on request.

11 Fire safety and emergencies (Fire Log Book)

11.1 The Executive Headteacher is the responsible person in respect of the duties under the Regulatory Reform Fire Safety Order (RRO), supported by the Fire Coordinator, Business Manager - ICT and Infrastructure, and the site team. The Executive Headteacher is responsible for arranging for the fire risk assessment in section 4 of the Fire Log Book to be completed for each building. This is reviewed when needed, and at least annually. Several parties are involved in the completion of this task.

11.2 The Fire Coordinator (nominated by the Executive Headteacher) is responsible for devising and coordinating fire drills and ensuring record keeping in the Fire Log Book, such as fire drills and fire alarm tests (section 5 of the Fire Log Book. **Any actions identified during fire checks are prioritised for immediate resolution.**

11.3 Fire drills take place each term, including one at the start of each academic year. Staff are trained in the emergency evacuation arrangements in place, with refresher training taking place every six months. Specified staff receive more in-depth training in fire safety e.g. fire warden training.

11.4 Arrangements for fire precautions are in place to ensure that:

- an N1 form is completed prior to any construction or invasive works take place
- the Contractor Induction Pack and HSC1 form are used to control contractor activities to ensure fire safety arrangements are not compromised; where necessary, a contractor may need to carry out a separate risk assessment in respect of maintaining safe escape routes
- the compartmentation of the building is not compromised by these activities; any invasive works which compromise the fire wall/break are made good by the contractor and checks take place to ensure this happens
- fire doors are maintained in good condition and never wedged open; under no circumstances are fire doors removed
- flammable liquids are stored in a locked metal cupboard
- waste materials are collected daily and are stored in a locked area until collection by the federation's waste management provider
- electrical equipment not in use is always isolated from the mains

11.5 Issues arising out of inspections by the NCC Fire Safety Officer are actioned quickly.

11.6 Each site has an Emergency Plan in place which includes arrangements for issues such as outbreaks of infectious diseases, lockdown protocols, adverse weather

conditions etc. This is updated and reviewed periodically and also following any incidents to ensure lessons learnt are incorporated.

12 Safeguarding, security and traffic management

12.1 A separate safeguarding pack has been completed detailing specific school arrangements.

12.2 The schools have security systems in place including fence lines, locks and door access systems which afford authorised access only and allow movement between different parts of buildings at specific times. In addition, all three schools have adopted signing in systems and issue visitors' badges to authorised visitors.

12.3 All vehicle movements on site will be subject to a detailed risk assessment.

12.4 All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the single central register. Trained Designated Safeguarding Officers are available within school.

12.5 Such measures enable our schools to be secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings.

13 Risk assessment (Section E6 of HSM)

13.1 A written assessment of all activities that involve a significant risk to health or safety is produced, in which the hazards, risks and necessary precautions are identified. With regard to teaching, in many cases standard national texts and model risk assessments are provided by organisations such as CLEAPSS, AfPE and DATA. Where relevant these are adopted, adapted and implemented.

13.2 Risk assessments are carried out by Heads of Faculty/Subject Coordinators, Heads of Service Departments, the Safety Coordinator and site staff as appropriate. All risk assessments are reviewed by the Safety Coordinator on an annual or three-yearly basis as appropriate for the activity, to check they are still valid. A review may also be needed following an accident or when the activity changes.

13.3 Where appropriate, the precautions detailed in the risk assessment are transcribed into relevant working documents, such as lesson plans or worksheets. Risk assessments are indexed for easy retrieval.

13.4 Manufacturers' safety data sheets are obtained for all hazardous products used in school (except where 'haz-cards' are provided by CLEAPSS for Science chemicals). Risk assessments are completed for activities involving hazardous chemicals. Further information is contained within the COSHH section of the HSM. **(Section H1)**

14 Manual handling (Section L1 of HSM)

14.1 A written assessment of all manual handling tasks likely to involve risk of injury is produced. Wherever reasonably practicable, procedures and practices are changed to eliminate or otherwise reduce manual handling tasks.

14.2 Manual handling training is provided to staff where appropriate.

15 Display screen equipment (Section L2 of HSM)

15.1 Staff who are using computer workstations regularly and for a significant part of their working day (defined as 'computer users') are provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

15.2 All defined 'computer users' must complete a self-assessment of their workstation which is then passed to a trained workstation assessor to be verified. The federation has at least one member of staff who is suitably trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

15.3 The cost of reimbursement of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, is delegated to schools.

16 Machinery and work equipment (Section G1 of HSM)

16.1 All new machinery and work equipment will be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment is maintained in safe working order, usually by a specialist contract via an SLA or other such contract.

17 Educational visits

17.1 All school trips are planned by a competent Party Leader. The details relating to the planning process are then entered into NCC's EVOLVE system. These details are then checked by the appointed Educational Visits Coordinator (EVC) who has undertaken NCC's recognised training course.

17.2 The EVC must ensure that suitable and sufficient risk assessments are in place amd a complete EVOLVE submission has been made for Category 0, Category 1 and Category 2 visits. Additionally, the EVC will ensure that members of staff have access to NCC's Code of Practice for Off-Site Educational Visits. Where necessary, advice will be sought from NCC's Health and Safety Adviser (Educational Visits).

17.3 All visits must then be approved by the Executive Headteacher (or Head of School if deputising in their absence).

17.4 All Category 0 and Category 1 visits must be approved by the Executive Headteacher.

17.5 In the case of Category 2 visits, following approval by the Executive Headteacher, the school's submission is assessed by the Health and Safety Adviser (Educational Visits) before final approval is made for the visit to go ahead.

17.6 Category 0, Category 1 and Category 2 visits must not proceed unless these approvals have been provided.

17.7 The federation has its own Off-Site Educational Visits Policy, a copy of which has been uploaded onto EVOLVE.

18 Outdoor play equipment and PE equipment (Section G5 of HSM)

18.1 The school play equipment is checked regularly by school staff and inspected at least annually by a competent contractor. Written records of these inspections are maintained.

18.2 Any actions identified in the play equipment inspection report are initiated immediately or referred to the Resources Committee. Where necessary, equipment is taken out of use temporarily until repairs are completed.

18.3 Further details about outdoor play equipment can be found in section G5 of the HSM. This guidance is followed when planning the installation of any new equipment. An independent commissioning inspection is undertaken prior to the equipment being brought into use.

18.4 Likewise, similar arrangements are in place for the inspection and maintenance of PE/gym equipment. A contract is in place with a qualified contractor to undertake a formal inspection of this equipment.

19 Information and training (Section E2 of HSM)

19.1 Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities and to comply with best practice or statutory training requirements. Examples of such activities include first aid, fire safety, food handling and preparation, working at height, the safe use of substances, machines and other items of work equipment. Training requirements for staff are identified via a training needs analysis which would also consider any specialist safety training requirements, such as those for staff working in Design Technology or Science.

19.2 Training needs are prioritised in an annual training plan and costed to allow appropriate allocation of the federation's training budget.

20 Personal Protective Equipment (PPE) (Section L7 of HSM)

20.1 Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.

20.2 Advice on the selection of PPE is available from the Corporate Health and Safety Team or via CLEAPSS in respect of Design Technology or Science activities.

20.3 All PPE must be maintained in good working order, and any defect reported immediately to the relevant line manager for repair or replacement. A suitable storage area/locker is provided where required.

20.4 Respiratory protective equipment (RPE) in the swimming pool plant room is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at three-monthly intervals (as use is infrequent) under the Property Maintenance SLA. A written record is kept for inspection.

20.5 Disposable RPE used in the Design Technology workshops and Science areas is suitable for purpose and must be worn in line with the manufacturer's instructions. RPE must be inspected by each individual employee before they wear it and on a

monthly basis by the Health and Safety and Technical Manager. Written records of all inspections must be kept.

20.6 The cost of all PPE is covered by the federation.

21 Subject areas and service departments

21.1 Each subject area and service department within the federation may have Health and Safety arrangements that are unique. Where appropriate, Heads of Faculty, Subject Lead Teachers and Heads of Service Departments will submit a summary of key issues and procedures for inclusion as an annex in this federation-wide Health and Safety Policy. Topics may include:

- how safety is planned and managed within the faculty or subject area
- where safety information is filed
- special safety rules and training requirements
- responsibilities of certain individuals with regard to safety tasks or functions
- liaison with regard to safety tests and inspections
- maintenance of plant and equipment
- provision of protective equipment

21.2 Those subject areas which involve a higher degree of risk, such as Design Technology and Science, may require their own Health and Safety policy, and these will also be included as an annex.

Appendix A: Lone working policy

It is recognised that there are occasions when teaching, support, administrative, premises, catering or cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

Categories of Lone Workers

- Those responsible for opening, closing and securing the site
- Cleaning staff
- Those who work in an isolated part of a building or school grounds
- Those responding to an alarm call out of normal school hours
- Those carrying out security checks during weekends and holidays
- Those working during weekend and holiday periods
- Contractors working on site during weekend and holiday periods
- Those carrying out duties off-site, for example visits to student homes

Definition of Lone Working

"Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency."

Risk Assessment

It is the responsibility of the Executive Headteacher to ensure that all members of staff have read and understood the Lone Working (On Site) Risk Assessment.

- Hazards identified will be evaluated by the School Safety Coordinator for the likelihood of the hazards causing harm.
- The risk assessment will be subject to review to ensure it is relevant and current.
- Staff should seek permission from their line manager regarding lone working outside of normal hours.
- Staff should (in conjunction with their line manager) create an activity specific risk assessment to be consulted alongside the Lone Working (On Site) Risk Assessment.
- The experience and training of all staff and the activities will need to be taken into consideration before allowing lone working.
- Lone workers must be considered capable, by their line manager, of responding correctly in an emergency situation.
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness
- Staff working alone have a responsibility for making themselves familiar with and following the federation's health and safety procedures, including knowing the location of safety equipment.
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Home Visits

Staff should never undertake a home visit alone - always take a colleague. If you have any doubts, discuss this with your line manager as your personal safety is paramount. Before

conducting a home visit staff should consider the following:

- Is a home visit the most appropriate way of dealing with the issue?
- Have you checked iAM Compliant to see if any previous violent incidents have been recorded?
- Are you aware of who will be present on the visit, including visitors and other family members?

The following control measures should be put in place prior to the visit:

- When making the appointment to visit, log the date and time clearly and ensure it is recorded in the office so staff are aware of your whereabouts. This can also allow others to raise concerns if you do not return or contact the office at the expected time.
- Ensure appropriate clothing is worn - no long earrings, long scarves or ties.
- Be aware of where you park your car; ensure there is street lighting and avoid sheltered or obscure locations.
- Be aware of trouble spots in the local area.
- On each visit take a mobile phone.
- Consider what is taken into the visit - do you need to take a handbag, purse or wallet, or could you simply take a note pad, pen, relevant forms and mobile phone?
- Ensure you have a plan for getting out of the home safely should the need arise.
- If you are in any doubt when you get to the house, do not enter.

During and after a home visit:

- Staff should wear their work ID badge or carry it with them.
- Staff should never give members of the public their personal contact details e.g. telephone number, address etc.
- Assess and report any safeguarding concerns to the Designated Safeguarding Leads
- Consider household pets and animals in the home (ask for them to be kept in a room away from the interview area)
- Consider general standards of hygiene, and carry some hand gel in your car.

Staff should always carry a (charged) mobile phone and have a colleague's number stored so you can contact them in an emergency.

Staff should never undertake home visits during severe weather periods as this could have an adverse effect on travel arrangements.

It is the responsibility of all staff and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Health and Safety and Technical Support Manager or the Business Manager - Data and Curriculum Support.