

Health and Safety Policy



Last reviewed on: March 2026

Reviewed: Annually

Introduction

This policy is a supplement to, and not a substitution of the City of Sunderland's Corporate Health and Safety Policy and the Health and Safety Policy of the Children's Services Department.

This policy will outline the following information:

- Statement of intent
- Roles and responsibilities of key personnel in relation to health and safety
- Management arrangements for the application of policies and procedures relating to health and safety.

Statement of Intent

Barnes Infant Academy is committed to ongoing improvement of health and safety at the Academy.

The Trust Board will support the Headteacher to ensure the health and safety of all staff, pupils and any other persons affected by the Academy activities and compliance with the requirements of health and safety legislation (Health and Safety at Work Act 1974).

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for children, staff and all other people who come onto the premises of our Academy and/or are affected by Academy activities
- Ensure that all members of the Academy community understand their own responsibilities in maintaining a healthy and safe environment.

Roles and Responsibilities

The roles and responsibilities of stakeholders are summarised below.

Trust Board and Headteacher

- Monitor and oversee the application of safe work practices and procedures
- Ensure all stakeholders are aware of this policy and committed to its effective implementation.
- Ensure all staff, visitors and pupils have an awareness and understanding of health and safety hazards and risks that affect our business.
- Ensure staff and pupils are adequately instructed and trained on the health and safety issues that affect them, and the safe working practices that should be followed.
- Ensure adequate and appropriate resources are provided to ensure activities are undertaken safely by staff and pupils.
- Ensure workplace health and safety hazards and risks are adequately assessed, controlled and monitored and that actions are taken to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents.
- Ensure the health and safety competence and capability of any sub-contractors.
- Ensure work activities achieve compliance with legislation and any accidents, incidents and near misses are reported and investigated as appropriate.

Headteacher, Business Manager and other members of SLT

- Ensure safe working practices and procedures are applied within the Academy

- Undertake regular inspections to ensure that a safe and healthy environment is maintained
- Establish systems for the reporting, recording and the investigation of incidents and accidents
- Ensure all members of the Academy community are aware of their own responsibilities
- Take responsibility for devising and implementing an Academy Health and Safety policy
- Monitor and review the Health and Safety policy and ensure necessary revisions are undertaken
- Ensure all staff are familiar with the Health and Safety policy of the Academy and the LA and any other relevant codes of practice and legislation
- Facilitate and/or arrange relevant health and safety training for staff
- Ensure building management and maintenance requirements are fulfilled

Caretaking Staff

- Ensure, so far as is reasonably practicable, the health and safety provisions and procedures affecting sub-contractors are adhered to
- Ensure that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use
- Ensure COSHH assessments are undertaken for all relevant substances hazardous to health
- Ensure that all waste materials are disposed of in accordance with policies and procedures
- Maintain a clean and effective boiler area, including the safe storage and delivery of fuels
- Ensure electrical safety by supporting arrangements for annual PAT testing and safely disposing of damaged electrical equipment
- Support maintenance of high standards of housekeeping
- Ensure there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.
- Undertake relevant fire safety activities within specified timescales and record as appropriate
- Undertake relevant water hygiene control measures, support arrangements for contractor site visits and undertake recording as appropriate
- Act as appointed SAMO and undertake duties associated with role to support asbestos management
- Take active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly reported/rectified
- Undertake risk assessments as required
- Report to the Head Teacher any problem, or imminent danger associated with responsibilities
- Liaise with Health and Safety representatives to carry out regular inspections of Academy premises.

Designated Staff

- Act as nominated first aider and administer first aid as required
- Securely store and administer medication as appropriate
- Ensure first aid boxes are adequately stocked and replenished

All Staff

- Be fully aware of their own responsibilities for maintaining a safe and healthy environment
- Adhere and support the application of safe working practices and procedures
- Be familiar with all instructions and guidance of safety within the Academy.
- Report any unidentified hazards to the Headteacher without delay
- Promote health and safety amongst children, ensuring that they understand their responsibilities in taking reasonable care for their own safety and that of others
- Provide opportunities for children to discuss appropriate health and safety issues
- To make sure risk assessments are undertaken for all external visits

Pupils

- Conduct themselves in an orderly manner in line with agreed procedures
- Take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it

Parents/Carers

- Ensure children attend school punctually and in good health
- Provide prompt explanation for all absences
- Ensure early contact with the Academy to discuss matters concerning the health and safety of their children or of others
- Ensure the Academy has up-to-date emergency contact details so contact can be made swiftly if required

Management Arrangements

Accident prevention, reporting and investigation

All incidents and accidents are immediately reported to the Headteacher and recorded internally. Prompt investigation of all incidents and accidents by the Headteacher establishes the cause and supports adoption of remedial measures. In accordance with LA regulations an IR1 form is also completed and sent to the Corporate Health and Safety Team.

Risk assessments are in place to reduce the risk of incidents and accidents which are regularly reviewed. Any potential hazards are promptly reported to the Headteacher.

Asbestos Management

The appointed and trained Site Asbestos Monitoring Officer (SAMO) is Mr P Wile.

The Academy's asbestos register is held in the main office and can be accessed for further information. Regular periodic reviews of asbestos contained in the Academy are undertaken and any deterioration in condition is reported to the Headteacher immediately.

Biological Agents and Infectious Materials

Exposure to biological agents can occur by employees being exposed to potentially infectious materials such as vomit, blood spillage, excrement or other bodily fluids or from the spread of flu / COVID-19 viruses. These risks can be mitigated by adhering to risk assessments and following guidance within the Biological Agents and Infectious Materials code of practice.

Control of substances hazardous to health

COSHH data sheets and assessments are available for all chemical substances. Storage of such substances are clearly labelled and held securely.

Only specific named staff use such substances who are issued and use personal protection equipment (e.g. rubber gloves) when necessary.

Display Screen Equipment (DSE)

The DSE Administrator is Mrs H Howat.

All staff who use computers/laptops as part of their work are classified as a 'DSE User'. All staff have been given information about the risks associated with DSE use and understand how to control these risks. All DSE users must carry out an assessment and specialist adjustment equipment is provided where required.

Electrical Safety

The mains electrical system is tested every five years and portable electrical equipment is logged on an inventory and subject to annual portable appliance testing (PAT).

Staff should not bring electrical equipment from home for use at work unless it has been subject to satisfactory examination and test.

External Contractors

Only contractors on the CHAS database will be used to carry out maintenance and construction work in Academy. The Headteacher and Trust Board are responsible for appointing appropriate contractors.

The Academy must comply with the requirements of the Construction Design and Management Regulations to ensure all necessary arrangements are in place.

External Visits

The trained Education Visits Co-ordinator (EVC) is Mrs Sandra Bell

External visits must be authorised by the Headteacher and are subject to a risk assessment and parental consent.

Further information can be found in External Visits Policy.

Fire Safety

All Academy staff have undertaken Fire Warden training.

All staff are aware of the emergency evacuation procedure and ensure that fire escape routes and exit doors always remain clear. All fire exits are clearly signed.

Fire drills are carried out each term and regular checks and tests are undertaken.

First Aid and Managing Medication

The Academy has trained employees in First Aid at Work and Paediatric First Aid.

A small number of staff have also completed the Managing Medication in Schools training and are qualified to administer medication.

A provision of fully stocked first aid boxes is available in all key stages and in the medical area. A travel first aid kit is available for external visits/activities.

Further information can be found in the Academy's First Aid Policy.

Medicine is only administered if it is prescribed by a doctor to be taken four times per day. The parent/carer must complete a parental consent form before medicine can be administered. Medication is kept in a secure place.

Further information can be found in the Academy's Managing Medication Policy.

Infection Control and Cleaning

The Headteacher or a delegated representative will disseminate all relevant public health information which the Academy receives.

An additional cleaning programme has been agreed with an external contractor and the site manager undertakes agreed cleaning procedures.

Class teachers promote handwashing throughout the day. Bottles of cleaner, anti-bacterial solutions (supported with COSHH and Safety Data Sheets) and paper rolls are located in all rooms / areas. Each class has cleaning materials and handkerchiefs.

Lone Working

Where working activities are required to be undertaken alone, a risk assessment is undertaken and control measures are put into place.

Further information can be found in the Policy for Lone Workers.

Manual Handling

Manual handling training is provided for all staff where manual handling is required as part of their role. Risk Assessments are in place for all manual handling activities to reduce the risks associated.

Outdoor Provision

The Academy enforces a range of behaviours designed to maximise safety when using the outdoor provision and undertakes regular inspections and maintenance in outdoor areas.

Personal Hygiene

The Academy encourages high standards of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.

Physical Education (PE)

Staff are aware of the children's medical needs which may affect their ability to participate in PE.

All PE equipment is independently inspected and tested annually and risk assessments are undertaken for all PE related activities.

Risk Assessments

The Academy has developed site specific risk assessments for various activities/tasks relating to Academy business. The risk assessments document the control measures in place to reduce risk and adhere to specific guidance where appropriate (e.g. Consortium of Local Education

Authorities for the Provision of Science Services - CLEAPSS). All risk assessments are regularly reviewed.

Road Safety

Parking restrictions are in place outside the Academy which parents are regularly urged to comply with.

The Academy participates in the “Walkwise” programme which is aimed at enhancing the pedestrian skills and road awareness of young children.

Water Hygiene

The Academy’s water hygiene risk assessment is held in the main office and can be accessed for further information. Regular water hygiene control measures are undertaken to prevent legionella.

Working at Height

A risk assessment has been undertaken for working at height and appropriate control measures have been implemented. Appropriate access equipment (ladders etc) are stored securely and used by designated trained staff only.

Associated policies, procedures and guidance

Additional information and guidance on health and safety can be found in the following policies, procedures and guidance:

- City of Sunderland Council Health and Safety Policy
- Children’s Services Health and Safety Policy
- Barnes Infant Academy Emergency Evacuation Procedure
- Barnes Infant Academy First Aid Policy
- Managing Medication in Barnes Infant Academy Policy
- Barnes Infant Academy Policy for Lone Workers
- Barnes Infant Academy Educational Visits Policy

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