



Brampton Abbots CE Primary School



Bridstow CE Primary School



Oak Meadow Federation

HEALTH & SAFETY POLICY

Chapter 3

ESTATE MANAGEMENT POLICY SUITE

This policy will be reviewed and updated by the governing body at least annually.
All references to 'the school' imply both Brampton Abbots and Bridstow Primary Schools.

Date signed off by full governing body: 17th October 2023

Signed Daniel Brearey, Head teacher

Paul Mason, Chair of governors

Date next review due: October 2024

Introduction

Our vision is rooted in Psalm 1:3: 'You are like a tree, planted by streams of water that never run dry. Your fruit ripens in its time; your leaves never fade or curl. In all you do, you prosper'. Through our Christian ethos we seek to nurture every child to reach their potential by working together in friendship, growing together in honesty and respect, and flourishing together in happiness. To this end, and in order to create a positive learning environment, it is essential that we provide an environment that is both safe and stimulating, and which enables pupils to learn how to take managed risks.

This suite of policies aims to ensure that our school is:

- safe - well-maintained schools are likely to be less hazardous;
- successful - well-designed facilities can be linked to levels of attainment;
- financially sustainable - an effectively managed estate improves the efficiency and effectiveness of estate expenditure and capital investment, minimises surplus space and revenue costs, optimises revenue generation, prioritises investment, and maintains the value of our assets;
- operationally efficient - planned repairs and maintenance can minimise emergency works, prevent failures and loss of facilities, and save money;
- appealing – a well-maintained school will help create a positive impression, and attract pupils and staff.

This policy suite contains the following chapters:

[Chapter 1](#): Estates vision and strategy

[Chapter 2](#): Asset Management Plan

[Chapter 3](#): **Health & safety**

[Chapter 4](#): Emergency Management Plan

Other key school documents to refer to are:

- Curriculum delivery policy suite, which sets out the context for actions relating to improving accessibility of the buildings and grounds for pupils with disabilities;
- Finance policy suite, which sets out how capital spend will be scheduled and prioritised;
- First aid section of the Healthy Schools suite, which connects to the health & safety section of this suite;
- Covid-19 risk assessment.

Complaints and whistleblowing

Complaints should follow the procedures as set out in the Complaints Policy on our website. Staff also have a responsibility to raise any concerns following the school's whistleblowing policy.

Compliance

This policy is set out in line with the Department for Education's guidance for [Good Estate Management for Schools](#), [Emergency Planning and Response](#), and [Health and Safety](#). It also complies with the [Schools Financial Value Standard guidance](#).

Roles and responsibilities

The headteacher is responsible for developing and updating this policy suite, in consultation with school staff. Governors are responsible for approving and overseeing implementation.

Day-to-day decisions about estate management are taken by the headteacher, where they are in line with this policy suite. If a decision has to be taken that is contrary to or outside the remit of this policy suite then the chair of governors will be consulted.

CHAPTER 3: HEALTH & SAFETY

3.1 Overview

Health and safety considerations are not intended to prevent us from running activities that enable pupils to learn, experience new environments or have fun. They are intended to ensure that all of those things happen safely. To this end, we have developed the following simple guidelines and procedures. Their purpose is to ensure pupils, staff, volunteers and visitors are in a safe and secure environment whilst also being able to learn, grow and develop. Our general intentions are to:

- provide adequate control of the health and safety risks arising from our school activities;
- consult with our employees on matters affecting their health and safety;
- provide safe equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for employees and pupils;
- ensure all employees are competent to do their tasks and to give them adequate training;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions.

3.2 Roles and responsibilities

Ultimately, the headteacher is responsible. However, in planning class activities and laying out the classroom, all staff have a responsibility to consider health and safety and to ensure that activities are as safe as possible. All staff are provided with regular training to support them in both planning to avoid risks occurring and managing issues when they arise.

All staff have a responsibility to consider the safety of their working conditions, including lone working. If lone working they should ensure that someone knows where they are, that they are medically fit to do so, and should not undertake any risky activities such as climbing ladders.

A representative of 'Fire and Risk Management Services' is engaged as Health & Safety Advisor.

3.3 Risk assessment

Risk assessment and mitigation is at the heart of our approach to health and safety. We maintain a live risk assessment document for the school's buildings, grounds and routine activities using the following template. This covers but is not limited to:

- condition of buildings and grounds;
- condition of equipment and fittings (planned maintenance of larger items of equipment is covered in Chapter 2 above);
- working conditions in classrooms and offices;
- off-site visits and activities.

In addition:

- we identify substances that require an assessment in accordance with the Control of Substances Hazardous to Health Regulations (COSHH), carried out by Fire and Risk Management Services, for which the headteacher approves any required risk mitigation;
- the Asbestos Management Plan and the Asbestos Register are managed by the School Administrator;
- it is the school's policy that no personal electrical equipment should be brought into school without the headteacher's permission (excluding mobile telephones).

A standard template form, incorporating risk, impact, likelihood and mitigation, is used to assess and mitigate the risks within school and occasional or one-off activities such as school trips. Parental consent will be sought before their child participates in higher risk activities.

A record of all risk assessments is stored in the school office and is reviewed annually.

3.4 Recording incidents

Occasionally, despite all plans and mitigations, something will go wrong. When this is minor, it should be recorded in the school's incidents records book. When it is more major, it may be necessary to report to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The following incidents will always need to be reported:

- specified injuries;
- "over-7-day" injuries, i.e. when an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- an accident connected to work which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital;
- specified dangerous occurrences, where something happens that does not result in an injury, but could have done;
- deaths.

For more details on the types of incidents that must be reported to HSE, please refer to [this link](#). Reporting is the responsibility of the headteacher and Fire and Risk Management Services and must be undertaken within 72 hours of the incident.

Parents/carers will be contacted immediately in the event of a significant incident related to Health & Safety.

3.6 Reviewing incidents and issues

Where risks materialise and become incidents or issues, we always investigate to understand the reasons why they occurred and to put in place measures to reduce the likelihood of their happening again. We use a simple root cause analysis technique called the 'five whys' to do this.

3.7 Emergency Procedures - Fire and Evacuation

The responsibility for ensuring the fire risk assessment is undertaken and completed is that of Fire and Risk Management Services.

To ensure that fire and evacuation can easily take place, the following protocols are adhered to.

- School escape routes are checked every day by the headteacher or deputy Headteacher; classrooms and other teaching areas are also checked daily by class teachers.
- Fire alarms are tested regularly, and all break-glass points are reviewed at least once per term.
- Fire extinguishers are maintained and checked annually by external contractors.
- Emergency evacuation is reviewed as part of every fire drill at least once a term. Actions based upon these reviews are implemented to ensure maximum possible fire safety for all those working in the buildings.

Responsibility for checking that the emergency lighting operates effectively is delegated to a member of the administration team. Emergency lighting in classrooms and teaching areas is reviewed monthly, with a complete discharge half-termly to prevent battery memory. Please refer to the Fire Risk Assessment for final details.

The school administrator maintains contacts and procedures in a secure format, easily removable from the school site. There is an annual assessment of fitness for purpose and results recorded.

3.8 Consultation with employees

Employees are consulted about Health & Safety matters directly, in staff briefings, and in contribution to and feedback from governors' meetings.

3.9 Monitoring and review

Health and safety incidents are reported annually to governors, together with any lessons learnt and mitigating actions introduced.

Appendix 1: Legislation and Statutory Guidance

DfE guidance on [Health and Safety : advice for schools](#) (updated 2021)

DfE guidance on [Health and Safety : advice on legal powers and duties](#) (2014)

HSE guidance on [Incident Reporting in Schools \(2013\)](#)