HEALTH AND SAFETY POLICY

December 2025

General Requirements

The Management Committee of The Beacon Pupil Referral Unit recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- Provide safe work systems, plant and equipment;
- Provide for the safe use, handling, storage and transport of articles and substances;
- Provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- Provide a safe place of work with safe means of access and egress for all persons using the premises;
- Provide a safe and healthy working environment with adequate welfare arrangements;
- Provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- Encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- Require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Statement of intent

At the Beacon Pupil Referral Unit, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'

Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

Staff Rights

The Management Committee recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Management Committee will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

The Role of the Local Authority

The Management Committee recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Management Committee recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety

Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

Local Management of Schools and Delegated Funding

The Management Committee recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

Risk Assessment

The Management Committee recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- the Management of Health and Safety at Work Regulations 1999 amended 2006,
- the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
- the Manual Handling Operations Regulations 1992 as amended,
- the Provision and Use of Work Equipment Regulations 1998 and
- the Display Screen Equipment Regulations 2002).

THE ORGANISATION

This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within the school.

- The Local Authority - *Under delegated funding, although responsibility for many areas has been delegated to schools, the ultimate responsibility for Health and Safety at work remains with the employer, ie. the Local Authority for Community and Controlled schools or the Governing Body for Aided or Foundation schools.*
- The Management Committee
- The Headteacher – Mrs Lesley Hatton
- The Unit Safety Officer – Mrs Lesley Hatton
- Unit First Aider – Amanda Hayes

Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services

- Has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at The Beacon Pupil Referral Unit (under sections 2 and 3 of the Health and Safety at Work Act 1974).

- Has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- Has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Management Committee.

Management Committee's Responsibilities

The Management Committee, through the Headteacher, is responsible for:

- Ensuring that the unit's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- Monitoring the (health and safety) need for building maintenance in the unit and implementing repairs as necessary.
- Advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- The safe condition, storage and maintenance of equipment, vehicles and plant at the unit, and ensuring that such equipment can be used safely in the normal running of the unit.
- Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the unit and are enforced.
- The adoption of safe working practices by staff and pupils, and by contractors on site.
- Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

Head Teacher's Responsibilities

The Headteacher is responsible for:

- The implementation of the unit safety policy.
- Advising the Management Committee of the need to review the school safety policy.
- The day-to-day responsibility for health and safety in the unit.

- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended in the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- Ensuring that staff receives appropriate health and safety training.
- Carrying out the six-monthly safety audit required by the LA.
- Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- Emergency procedures, including evacuation in case of fire or bomb threats.
- Ensuring that adequate provision is made for the administration of First Aid.
- Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

Subject Co-ordinators are responsible for:

- All matters of health and safety in their subject area.
- Bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- Ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.

- Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

Other Staff are responsible for:

- Ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person.
- Co-operating with their employer (LA or Management Committee) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

The Caretaker / Cleaner in Charge is responsible for:

- Ensuring that he is familiar with and complies with the school safety policy.
- Bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person on the school premises.
- Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- Ensuring that any staff under his direct control (i.e.. noncontract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).

- Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- The safe use and maintenance of all plant and equipment (e.g. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, swimming pool chemicals etc.).

The First Aider is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

Access and Egress, Housekeeping, Cleaning & Waste disposal

- We ensure premises are kept clean, to minimise accumulation of rubbish.
- Arrangements for wet floor cleaning to minimise risks of slips.
- Means of disposing of glass and other sharp objects- according to advice supplied by caretaker.
- Arrangements for snow shifting and icy conditions - caretaker (refer to Grounds Maintenance Fact Sheet from Place Partnership).
- Arrangements for clearing leaves off pathways – caretaker.
- Arrangements for security/location of external waste bins – shared with Woodrow First School.
- Arrangements for disposal of hazardous waste such as fluorescent tubes and computers etc.

Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the Headteacher who will ensure the information is recorded via the WCC County Council accident/incident reporting system.

All minor accidents should be recorded in the schools own *minor accident book / safeguard system.* Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior leadership should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher is responsible for investigating following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

Contractors (Management of)

PR Associates hold responsibility for outside maintenance of buildings and therefore are responsible for managing contractors.

- The appointed responsible person to manage the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.
- We ensure that contractors are selected, referring to Property Services Approved Jobbing Contractors booklet available from Place Partnership.
- Information is exchanged and safe working arrangements agreed.
- PR associates is responsible for checking method statements and risk assessments prior to commencement of work.
- Staff should report any concerns to the Headteacher.
- Workmen are always supervised and kept away from pupils.
- Provision for adequate day to day communication between school and contractors is available either face to face, email or telephone.

Contractors (Management of Asbestos)

- The Asbestos Register is kept at Woodrow First School. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- County ensure that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors from the Property Resources list are allowed to work with asbestos.
- For further guidance refer to WCC asbestos policy or contact Property Resources for advice, contact details are found on Place Partnership website.

Contractors and Visitors on Site

Arrival on site

- Contractors are monitored by administrative staff who ensure they sign in and wear an ID badge.

- On arrival admin staff inform them of health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc)?

Control of substances hazardous to health (COSHH)

- The rules on selection and use of substances e.g. less hazardous alternative substances are purchased and used wherever possible.
- The caretaker maintains the COSHH file.
- The school cleaner purchases COSHH products and purchasing is controlled by the Headteacher.
- All COSHH materials have a safety data sheet.
- Risk assessments are carried out where appropriate for tasks using the most hazardous substances as per the WCC COSHH Policy.
- The cleaner is responsible for safe storage of the COSHH products.
- Staff are made aware through sharing of information from the AO of how to identify COSHH materials?
- Instructions for labelling decanted substances can be found in the cleaning cupboard.
- Provision and instruction on the use of specific Personal Protective Equipment has been provided by AO.
- We have safe storage and transportation of hazardous substances.
- We have in place Emergency procedures for cleaning spillages/escape.
- We follow the caretaker's advice for disposal procedures for waste, unwanted or spilt substances.

Defect reporting procedure

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- All defects are reported to the Administrative Officer who informs the Headteacher.
- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- The Administrative Officer monitors that the defect has been rectified and defects are discussed with the Headteacher.

Electricity at work

- We ensure our obligation to check all hardwired equipment every 5 years is carried out. Worcestershire County Council is responsible for this.
- The Administrative Officer is responsible for ensuring that portable appliances testing (PAT) is carried out on a yearly basis.
- PAT registers are kept in the office.
- All defective items are either removed or repaired.
- All defective equipment is reported to the Headteacher.

Fire Precautions and Emergency Plans

- HFAS and a WCC approved assessor are responsible for undertaking and reviewing the fire risk assessment.
- Woodrow First School are responsible for the arrangement of emergency evacuation drills.
- The caretaker is responsible for inspection and maintenance of fire exits/escape routes.
- The Administrative Officer is responsible for checking and updating the Fire Evacuation Notices.
- HFAS are responsible for regular inspections and maintenance of fire extinguishers.
- The Headteacher is responsible for calling the emergency services and co-ordinating the evacuation.
- The Headteacher/ Deputies and Admin Officer are responsible for making checks / take registers etc.
- In the absence of the Headteacher the Deputy will take responsibility.
- The caretaker is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and where records are kept (fire precautions manual).
- HFAS carries out the six monthly inspections and maintenance of the systems?

First Aid and Medication

First Aid

- First aider details are displayed on corridor walls and in kitchens.

- Qualification held by staff is 1st aid Certificate at Work and this is renewed every 2 years.
- The Admin Officer is responsible for checking when staff require refresher training.
- The first aid kits are kept in the kitchen and photocopying room.
- Named first aiders are responsible for checking and restocking the first aid kits.
- The senior member of staff on site makes the decision to summon an ambulance and also makes the decision who will accompany children to hospital (if parent or legal guardian is not available).
- Ensure we always have a first aider on site. Two members of staff from each site have been trained.

Medication

- Trained first aiders can administer medication. This should always be administered in the presence of another member of staff.
- All medication is locked in the office.
- Parents/Carers need to give signed consent before any medication is administered.
- Any pupils with special requirements will be Risk Assessed and an appropriate care plan written on an individual basis.
- All medication given is documented.
- Two members of staff sign to say they have given the dose.

Health and Safety Advice

a) Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement

Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

Employees

- Staff are informed about all of the existing information held on the site during induction – revisited when needed.
- New information is shared when relevant.

Pupils

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This is done through lessons.

Visitors / contractors

- The administrative officer shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)
- The information will be disseminated verbally.

Governors

- The Headteacher will ensure that governors are informed of any existing and new health and safety information.
- This is an agenda item for each meeting.

Lone working and Personal Safety

- The Beacon follows the WCC Guidance for All: Lone working.
- No staff are expected to work alone but where staff choose to do so clear guidance is provided through the Lone Working Policy.
- Personal safety awareness information is discussed with staff during induction and is reviewed every two years.

Maintenance/Inspection of equipment

- Fire alarm and smoke detection, emergency lighting, fire extinguishers are checked on an annual basis.

Monitoring Arrangements

The Management Committee will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The Management Committee recognise the importance of monitoring health and safety matters. Monitoring will be carried out in several ways:

The Management Committee will call for annual reports on accidents / incidents;

a) results of internal or external health and safety inspections;
b) maintenance reports;
c) complaints, hazards and defects reports; and
d) reviews of any procedures carried out by the Headteacher /Site Manager .

To help this process, the Management Committeeand Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA,

inspectors of the health and safety executive (HSE),Trade Union health and safety representatives and any other bona fide health and safety officials.

Offsite and Educational Visits

- Marie Harris is the unit's Educational Visits Co-ordinator.
- The Headteacher is to sanction all visits and the visit leader is responsible for completing Risk Assessments and all the necessary arrangments and checks.
- Requirements when planning school trip, the need for pre-site visits.
- If necessary the Headteacher would take responsibility to obtain approval from the Local Authority.
- The visit leader is responsible for ensuring Emergency arrangements, parental authorisation, supervision requirements, First Aid Provision is in place before undertaking any trip.
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Outdoor Play Equipment

- There is a traversing wall. This was installed by Sovereign and is also inspected by Sovereign on an annual basis.
- Reports for this are kept in the main office.
- Staff using the outside area will carry out the daily visual inspections.

Risk Assessments

- Risk assessments are completed for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The Headteacher is responsible for ensuring risk assessments are undertaken.
- The Headteacher is responsible for undertaking special risk assessments (such as New and Expectant Mothers or care plans for those who have health problems).
- Risk assessments are kept in the Headteacher's office.
- Risk assessments are shared with the relevant staff they effect.
- Staff sign and date they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.

Smoking

The site is a 'NO SMOKING SITE'.