

Bridlington School

Health and Safety Policy



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1. Introduction

The Governors and Headteacher of Bridlington School recognise the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm.

We also recognise that whilst managing our activities we adopt a risk aware, but not risk averse, approach. To support this, we will ensure that sufficient time and resource is in place to effectively identify and manage significant hazards associated with our activities.

The success of our health and safety management system and positive culture relies on the full involvement and cooperation of all.

With our governing board we will review these arrangements on an annual basis and will bring them to the attention of all staff.

2. Aims of the Policy Statement

It is our commitment that to safeguard the health, safety and wellbeing of our staff, students and members of the public and provide a safe and effective learning and working environment we will:

- a) Adopt the East Riding of Yorkshire Council Corporate Health & Safety Policy
- b) Manage our activities to ensure legal compliance with the Health & Safety at Work Act and other associated legislation including the Management of Health & Safety at Work
- c) Ensure clear roles and responsibilities for effective management of health, safety and wellbeing are assigned
- d) Promote a positive culture in relation to health, safety and wellbeing, ensuring it is embedded within our values, ethos and service delivery
- e) Pursue continual improvements to reducing injury and ill health, protecting the environment and preventing unnecessary losses and liabilities
- f) Put in place adequate arrangement and reasonable adjustments to provide suitable facilities to meet individual needs in relation to health, safety and wellbeing
- g) Communicate and consult with staff and, where appropriate, their recognised representatives

The success of the health and safety management system and positive culture relies on the full involvement and cooperation of all.

This policy will be reviewed on a regular basis and in any event, not less than every two years and we will bring them to the attention of all staff.

Headteacher:



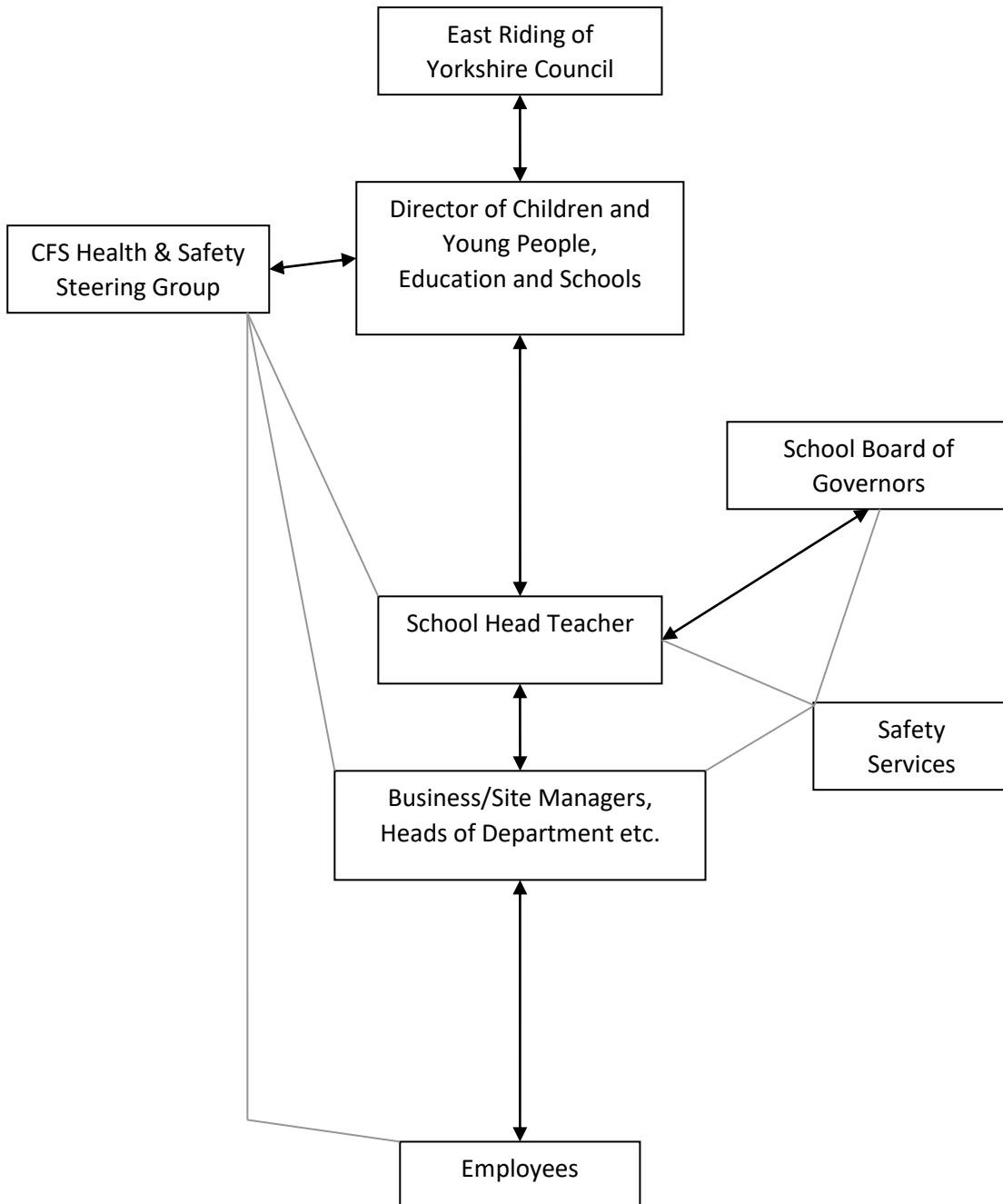
Kate Parker-Randall

Chair of Governors (School):

Philip White

3. Organisation for Safety

Lines of Responsibility.



Lines of authority/accountability



Available lines of guidance & support

4. Roles and Responsibilities

The Governing Board

The School Governing Board are strategically responsible for ensuring schools have in place effective management arrangements for health, safety and wellbeing and provide strategic support with ensuring that a culture of health and safety is embedded into school operations in line with statutory employer policies and procedures.

In Foundation and Voluntary Aided (VA) schools the governing board as the employer has overall responsibility for health and safety matters. In Community and Voluntary Controlled schools, the local authority has overall responsibility.

In all cases, the governing board will ensure:

- The school have identified, documented and communicated health and safety management arrangements specific to their individual school through clear identification of roles and responsibilities and documented arrangements
- That hazards and risks are assessed, and that significant hazards and risks are recorded in a risk assessment
- Work in close collaborative partnership with staff within the school who are responsible for operational health and safety responsibilities to support a sensible and proportionate approach to health and safety and make use of competent advice where required
- The wellbeing of the Headteacher and all members of staff remains a high priority
- That an annual assurance audit of the school's health and safety management system is completed by the governing board, and that outcomes are shared at the appropriate governance meeting

Headteacher

Headteachers are responsible, and accountable to the governing board, are responsible for achieving implementation of the Corporate Health and Safety Policy. To achieve this, Headteachers must:

- Ensure that all health and safety matters within the school are effectively managed;
- Produce, monitor, review and report progress on significant health and safety issues to the governing board;
- Arrange for appropriate consultation with employees in the workplace to ensure that suitable methods are adopted for promoting health and safety at work and provide arrangements for the participation of employees in the development of such measures;
- Ensure all new employees, volunteers, work experience placements or regular visitors to the school receive a suitable and sufficient safety induction and that training needs are identified and fulfilled;
- Ensuring the health and wellbeing of staff remains a high priority and consider individual physical and mental health or accessibility needs which may require reasonable adjustments to undertake work activities

- Ensure that suitable and sufficient risk assessments are in place, reviewed and implemented and that safe systems of work and procedures are developed and communicated to all staff
- Ensure appropriate equipment, tools and protective equipment is provided, maintained and inspected to enable work to be done safely, and that it is maintained in a safe condition, through regular monitoring and inspection, including the recording of any periodic servicing and testing of systems and equipment
- Ensure regular, programmed health and safety inspections take place within the school and systems are established to document and manage reported health and safety defects or hazards, with remedial action taken where necessary
- Ensure all accidents, incidents and dangerous occurrences are investigated and reported promptly in accordance with the accident reporting procedure
- Ensure that arrangements are in place to manage health and safety on educational visits, including competent staff and suitable risk assessments being completed in line with the schools own Educational Visits Policy
- Ensure that statutory inspection and maintenance programmes are in place, such as fire systems, water systems and asbestos management
- Ensure that health and safety is a standard agenda item on appropriate staff meetings

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

Note: In the absence of the Headteacher, these responsibilities fall to their immediate deputy. At the time of producing this policy, this would be the Associate Headteacher.

Bridlington School has reviewed its arrangements and has delegated duties to a number of individuals. These individuals are responsible and will be held accountable for achieving compliance with their delegated duties as stated within this document.

PPP (PFI Provider)

As a PFI school, the upkeep of the school premises (with the exception of the Astro building), grounds, utilities and fixed equipment is included within the PFI scheme. The company that manages this is PPP.

PPP are responsible to the school for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with for the staff and visitors of the school and that the responsibility of such requirements are upheld, as specified in the PFI contract;
- The day-to-day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice; **Please see Appendix A**
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Ensuring that Health and Safety manuals and associated logs are kept up to date (to include (but not limited to); fire alarm systems, emergency lighting, fire-fighting apparatus, fixed electrical testing, heating systems, water systems, asbestos, legionella, fire exit signage;
- Ensuring that all statutory inspections are completed and records kept;

- Ensuring that risk assessments are made and recorded of all the company's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Identifying health and safety training needs and arranging for them to be provided;
- Providing appropriate cleaning regimes to underpin infection control procedures;
- Monitoring the safe working practices of their staff.

Finance & Operations Manager

Responsible to the Headteacher for:

- Attending appropriate Health and Safety training courses to enable them to discharge their duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the LA and School's Health and Safety procedures;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site (except in relation to educational visits) which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring risk assessments from departments of curriculum related activities are completed & ensuring these are sufficient;
- In the absence of the HR Lead, carrying out risk assessments on individual staff where this is needed and distributing the information as appropriate, where this is not confidential;
- Producing/Reviewing Personal Emergency Evacuation Plans for staff and students with mobility issues;
- Ensuring that Health and Safety manuals and associated logs are kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that, where appropriate, accidents are investigated in line with council procedures;
- Arranging, participating and recording the findings of termly health and safety inspections and ensuring follow up action is completed;
- Programming an annual audit to be completed by the Health & Safety Governor;
- Participating in Health and Safety Audits arranged by the LA;
- Delivering and recording the safety induction for all new staff;
- Identifying H&S training needs and arranging for training needs to be fulfilled and monitored;
- Keeping staff Health and Safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept (where PPP are not responsible);
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring school contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Monitoring the purchasing and maintenance of equipment and materials and ensuring that they comply with current health and safety standards;
- Seek specialist advice on health and safety matters where appropriate;
- Co-ordinating completion of the DSE on an annual basis;
- Co-ordinating repairs and other remedial works identified as being required and monitoring progress;
- Ensuring a Radiation Protection Supervisor is appointed.

- Notify the Local Authority of any projects which are to be completed under the instruction and direction of the school in advance of works commencing

Heads of Department / Faculty

Heads of Department / Faculty are responsible for:

- The day-to-day management of health and safety within their departments in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually) and sharing with the relevant staff using industry specific guidance, such as CLEAPSS or AfPE as appropriate;
- Ensuring that a regular programme of inspection within their work area(s) is in place, completed and recorded;
- Ensuring that hazardous substances used as part of curriculum and work activities are stored, handled and used safely, and that the Finance & Operations Manager is aware of all substances on site;
- Maintaining records regards to COSHH where appropriate;
- Carrying out regular health and safety monitoring inspections and making reports to the Finance & Operations Manager where appropriate;
- Taking part in internal health & safety audits and as part of the Local Authority audit if deemed necessary;
- Ensuring follow up and remedial action is taken following health and safety audits / inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Ensuring that a Radiation Protection Supervisor is appointed and local rules are in place, monitored and complied with (Science dept. only);
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy;
- Ensuring that training needs of their departmental staff are identified, fulfilled and monitored.

HR Lead

- Carrying out risk assessments on individual staff where this is needed and distributing the information as appropriate, where this is not confidential, including assessments for new and expectant mothers.

Safeguarding Lead

The Safeguarding Lead is responsible for:

- The line management of the first aid team and ensuring the correct policies & procedures are in place, including a Supporting Students with Medical Conditions Policy, which provides for the administration of medicines in school;
- In the absence of the Finance & Operations Manager, ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;

- Ensuring that an Individual Healthcare Plan is in place for students with medical conditions and distributing the information as appropriate.
- Ensuring that students with prescribed EpiPens have an Allergy Action Plan provided by a medical professional and that this is attached to their IHP, **before** starting school
- Ensuring parents/carers of students with prescribed EpiPens, provide two EpiPens, to be carried at all times by their child and that these are available from their first day at school

Heads of Year/Pastoral Managers

Heads of Year/Pastoral Managers are responsible for:

- Ensuring students with mobility problems have been risk assessed for a Personal Emergency Evacuation Plan and that this has been approved and put in place;
- Ensuring that relevant medical information is passed to the First Aid Officer so that a medical risk assessment or Individual Healthcare Plan can be arranged.

Responsibilities of all staff

Staff are expected to co-operate in achieving a positive culture ensuring health and safety and wellbeing are embedded within our core functions and service delivery.

Staff are reminded that they are responsible for playing their part in looking after their own health and safety and that of others who may be affected by their individual actions.

Staff are expected to:

- Carry out assigned tasks and duties in accordance with the information, instruction and training given
- Comply with all risk assessments and safe systems of work;
- Not to interfere with, or intentionally or recklessly misuse anything provided in the interests of health, safety or wellbeing, or to do anything likely to endanger themselves or others;
- Use work equipment provided for its intended use only, within the scope of their employment, ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager/Finance & Operations Manager;
- Co-operate with Managers on all matters of health and safety including identifying any training needs;
- Provide a statement in the event of being involved in, or a witness to, an incident or accident in school;
- Report all accidents, incidents and near misses, including any unsafe practices or conditions;
- Be aware of the location of spare EpiPens and other life-saving emergency equipment, such as the defibrillator, in school
- Be trained to recognise the signs of allergic reactions and how to use an EpiPen if needed
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy;
- Sign in and out using the Inventory system on arriving and departing school each day.

- Sign out and in using the Inventory system when leaving/ returning to the school temporarily during working hours.
- Not bring on to the school site personal equipment (including resources that would need adding to the COSHH register, electrical equipment or furniture) without prior approval of the Finance & Operations Manager.
- Challenge adults on site who are not displaying a school lanyard with a staff, contractor, sixth form ID badge or visitor badge, where safe to do so OR immediately inform a member of the Senior Leadership Team.
- Escort unaccompanied adults wearing a red visitors badge to reception.

Employee Safety Representatives

We work closely with our Trade Unions and their Safety Representatives.

Trade Union Safety Representatives have a right to conduct inspections of work areas provided they have not previously inspected the work area within the last three months.

Reasonable notice must be given to the Headteacher in writing prior to the inspection taking place.

In addition, schedules of health and safety inspections will be shared with the Trade Unions, so they have the opportunity to accompany relevant school staff.

5. Arrangements for the Management of Health & Safety

Policy and Guidance

The following statutory policies and functions are applicable to all East Riding maintained schools through the Occupational Health & Safety Team.

- Provision of statutory health and safety policy documents
- Access to an incident reporting form and a central accident and incident reporting system
- Support with RIDDOR reportable accident and incident investigations (include RIDDOR reporting where necessary)
- Access to a Radiation Protection Officer and link to a Radiation Protection Advisor
- Provision of advice during and after emergency “critical” incidents

The Local Authority provides statutory Health and Safety Policies, including Corporate Health and Safety Policy, Managing Asbestos Policy and Fire Safety (Corporate Buildings) Policy to maintained schools that are coherent and legally compliant to minimise the risk for the school. Schools are recommended to adopt these through their governing boards to ensure compliance with statutory duties.

School policies and guidance are produced and reviewed regularly. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change or routine review.

These arrangements should be shared and read in conjunction with those contained in the Corporate ERYC Health and Safety Policy.

Health & Safety Advice

The Management of Health and Safety at Work Regulations require a competent person to be employed to support organisations with the statutory requirements of health and safety legislation.

The Occupational Health and Safety Team at ERYC fulfil the competent person requirements through a team of dedicated and professional Health and Safety Officers who deliver high-quality advice in line with competent and professional standards through a dedicated H&S Service Level Agreement.

This includes access to documents and resources via the HERE for Schools Health and Safety Resource page, in addition to advice and support.

Consultation on Health, Safety and Wellbeing

The school will:

- Consult with employees about matters affecting their health, safety and wellbeing,
- Ensure that health and safety is a standing item on all team and management meetings,
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations, form a school Health and Safety Committee.

Training

All employees, including temporary and long-term agency employees will receive;

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, It will include:
 - Emergency procedures
 - First aid arrangements
 - Accident reporting
 - Hazard/safety issue reporting
 - Location of policy, guidelines and other relevant documents
 - Relevant risk assessments and safe systems of work
 - Smoking restrictions
 - A tour of the premises/site
 - Other relevant information
 - Competency based training – relevant to the individual's role and development needs will be identified by managers and Headteachers and delivered by the most efficient means, e.g. specialist courses or local in-house team discussions.

Records of competencies, skills and training will be kept for management and monitoring purposes, including the record of induction.

Employees are expected to attend training courses and refresher training as requested.

Audits

The school governors and Headteacher are expected to ensure that the school's health and safety management systems and records are audited once per year to identify any areas for improvement. An action plan will then be prepared by the Headteacher in consultation with relevant staff to address the areas highlighted, and progress against the action plan will be reported to the governing board.

Inspections

To ensure the school premises, equipment and systems remain safe and compliant, a structured programme of inspections and maintenance will be implemented. This includes statutory inspections, routine checks, and responsive monitoring based on risk assessments an operational need.

All inspection outcomes must be recorded, and any defects or hazards must be addressed promptly with remedial action tracked and monitored.

Staff are expected to report any hazards or defects immediately, to support timely resolution and trend analysis.

The table below gives an overview of inspection requirements and frequencies – a school specific site management plan is in place and monitored by the Finance & Operations Manager (unless the responsibility of the PFI company – see **APPENDIX A**).

Inspection Type	Frequency	Details
Daily site and workspace visual safety check	Daily	Completed as part of opening up procedures by the school caretaker/site management team. Classrooms and other workspaces should be visually checked by relevant staff who occupy or use the space eg teaching staff inspect their classrooms
Daily work/teaching space safety check	Daily	Completed as part of opening up procedures
Classroom Checklist	Monthly	Teaching and/or classroom support staff are encouraged to complete a focused-and-documented-classroom inspection on a monthly basis
General site health and safety inspection	Termly	Recorded and monitored for trends, shared with governing body
Fire Safety Checks (statutory)	Weekly/Monthly	In accordance with ERYC Fire Safety Policy
Asbestos Condition Monitoring (statutory)	At least annually	In accordance with the schools Asbestos Management Plan
Water Hygiene (Legionella) Checks	Weekly/Monthly	In line with the school's water hygiene risk assessment

Equipment – specific statutory and industry standards	In accordance with legislative requirements	For example, lifting equipment, PE equipment, outdoor play equipment
Curriculum Department Inspections	As per industry guidance, minimum termly	Science, D&T, PE are considered high risk
Annual Health and Safety Governors Assurance Audit	Annual	Action plan developed and monitored through relevant Governing Body committee

Risk Assessments

All school activities will be subject to a risk assessment and, where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

Specific individual assessments will be completed as required, including assessments for pregnant workers and new parents as soon as the school have received notification, and Display Screen and Workstation Assessments and Individual Stress Risk Assessment for identified individuals.

It is the responsibility of the employees to ensure that their manager is informed of pre-existing, new or emerging health conditions which could be affected by work activities.

In accordance with the Control of Substances Hazardous to Health (COSHH) Regulations, the school will endeavour to use non-hazardous substances as part of its work activities wherever possible. However, the school will ensure that an inventory of all substances is maintained and that appropriate safe systems of work are documented and shared with all relevant staff where necessary. All substances will be stored securely and only used by authorised persons.

Risk assessments will be reviewed annually or earlier in the event of an accident, incident or near miss; due to a change in work activity, environment or equipment; or following staff feedback.

Staff are expected to support in the completion of risk assessments relevant to their work activities and sign / acknowledge to confirm receipt and understanding.

Educational Visits

The school will ensure that a robust procedure is in place for the management of outdoor learning and educational visits.

The school will have in place specific arrangements to ensure safety is paramount when facilitating such learning experiences, including:

- Appointment of an Educational Visits Coordinator.

- Ensuring that all staff who organise and lead visits are familiar with the LA Visits Guidance, and that they are suitably trained and competent.
- Ensuring that the school has its own, up to date Educational Visits Policy and that this is brought to the attention of all relevant staff.

Health Surveillance

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work-related adverse effects from their employment at our school. An Individual Stress Risk Assessment will be completed with the individual as required. Occupational Health services may be engaged.

Fire and Other Emergency Procedures

The school will ensure that a fire risk assessment is completed, thereby ensuring that sufficient management arrangements are in place that the risk of fire is managed so far as is reasonably practicable. An annual review will be undertaken by the school to ensure that it remains valid.

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits. Details of emergency procedures will be shared with third parties, such as external lettings.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat in accordance with the Department for Education guidance relating to Protective Security and Preparedness.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

Personal Emergency Evacuation Plans where assistance or support may be required in the event of an emergency evacuation will be completed, recorded and shared with relevant staff, reviewed at regular intervals and/or following significant change.

Inventory System

Staff, sixth form students, contractors and visitors to the school are expected to sign in each day using the Inventory System.

For ease, staff and sixth form students are provided with either a fob or swipe card to register their arrival and departure on the school site. For convenience, there are several login panels around the school that can be used to do this. Visitors and contractors are expected to sign in on the main system in the reception building where a visitors' badge will be provided.

The system is used to register staff and sixth form students in the event of a fire. For this to be successful it is an expectation that staff use this system **every** time they enter and leave site. Staff not doing so will be challenged and support offered as per the school disciplinary policy and procedure.

Accidents, Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE). This is completed by the ERYC Occupational Health and Safety Team on behalf of the school when required.

It is essential that the guidance from Safety Services is followed in a timely manner so that accidents, particularly those which resulted in (or had the potential to result in) a serious injury or lost time, are recorded, investigated and reported to the HSE where necessary.

All staff are encouraged to report accidents, incidents of verbal or physical abuse, and near misses promptly so that the school can identify and implements measures to prevent reoccurrence.

Within our school accidents are reported using the following process:

1. Complete Accident Record (available from the First Aid Officer).
2. Ensure that the Finance & Operations Manager is made aware of the accident as soon as possible to determine whether or not the council's accident reporting form is required.
3. The accident should be investigated, and the findings of any short-term action must be recorded.

The school will ensure that accident trends are monitored on a regular basis.

Administration of Medication

The school will have in place suitable arrangements to support children who have medical conditions in school. Arrangements will be in line with the statutory Department for Education Guidance **Supporting Students with Medical Conditions at School Policy** for both prescribed medication and non-prescribed medication, such as paracetamol.

Procedures relating to the administration of medications is included within the policy, which outlines the expectations of parents/carers and the school's arrangements both within the school environment and educational visits

Where necessary the school will consult with the appropriate services to prepare individual health care plans.

Specific training needs will be identified and fulfilled by nominated staff.

Sun cream, unless specifically prescribed, is not considered a 'medication' and therefore the school will consider and manage the risk associated with exposure to the sun as part of their overall risk assessment process.

First Aid

The school will undertake a comprehensive assessment of first aid needs. This assessment will consider the size and layout of the school, the nature of activities undertaken, specific risks identified through risk assessments and the needs of students, staff and visitors.

To meet these requirements the school will ensure:

- Adequate provision of trained first aid personnel,

- Appropriate levels of training are maintained, including refresher training, and records of certification are monitored by the HR Officer & Finance & Operations Manager
- Sufficient and accessible first aid equipment and supplies are available throughout the school site, including mobile kits for off-site activities and educational visits
- A defibrillator (AED) is available on site and designated staff are trained in its use. The location of the AED will be clearly signposted and known to all staff
- Emergency first aid arrangements are in place and communicated to all staff, including procedures for summoning assistance and contacting emergency services
- First aid treatment records are maintained in line with data protection requirements and monitored for trends to inform future risk management
- First aid provision is regularly reviewed, including after any significant incident or change in staffing, site layout, or student needs.

The DSL and Finance & Operations Manager will work together, to oversee the implementation and monitoring of these arrangements, ensuring compliance and continuous improvement.

Employment of Young or Vulnerable People

Risk assessments are completed and specific arrangements are put in place where we employ young people under the age of 18 or vulnerable people where additional needs have been identified as requiring reasonable adjustment to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

Contractors and Self-Help Maintenance or Construction

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged. A Managing Contractors on Site template is available to use on the Here for Schools H&S page.

Contractors must be provided with a site induction, particularly when working during school hours, to include safety and safeguarding requirements and arrangements.

School staff must raise any concerns about contractor safe working practices immediately. If it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all relevant permissions being granted (internal, planning, building control, etc.) before the activity commences.

Such projects must comply with the Construction, Design and Management Regulations which places duties on clients (the school), designers, contractors etc.

The “Schools Construction Management Self Help” form must be submitted to the Occupational Health and Safety Team if the school has opted to arrange works independently of the councils Infrastructure and Facilities SLA.

For PFI Schools, a Self-Help Request or New Works Request should be submitted to the PFI Projects Officer at the Local Authority for any amendments or additions to the school buildings.

Safeguarding and Security

In line with Keeping Children Safe in Education (KCSiE), the school will have in place measures to safeguard staff, young people, vulnerable individuals, and visitors including

- A safeguarding policy
- Security measures documented as part of a site security risk assessment
- Appropriate supervision arrangements documented as part of a risk assessment
- Appropriate recruitment, disclosure and barring checks
- Staff and visitor signing in and identification arrangements

All adults on site are expected to wear an identifying lanyard and ID badge. The colour of the lanyard represents the level of risk posed by the individual wearing the lanyard.

Light blue lanyard – a school employee with a current DBS check

Purple lanyard – a school governor with a current DBS check

Black lanyard – a sixth form student

Yellow – an employee of PPP (site team) with a current DBS check

Green – a visitor to the school that holds a current DBS check (ie. supply teacher/contractor/school nurse) that has been verified by the HR Officer

Red – a visitor to the school

Visitors wearing a red lanyard must be accompanied at all times.

The Single Central Record (SCR) is a list of DBS checked staff, governors and visitors. Visitors may only wear a green lanyard after their DBS check has been verified by the HR Officer and have been added to the SCR. The SCR is reviewed regularly and visitors whose DBS has expired or have not visited the site in the last year are removed. A list of “approved” visitors is shared with the reception team.

Visitors must always sign in at reception upon arrival for safety purposes (security measures prevent unauthorised access to the site). It is an expectation that visitors must be collected by the member of staff they are visiting and escorted at all times on site, including returning them to reception to sign out.

Wherever possible, visitors should be taken to the nearest free meeting room rather than escorted through the school site. A meeting room is available in the reception building. Pastoral staff arranging meetings with parents should avoid arranging these before or during break or lunch time to reduce the number of students that parents could come into contact with. Visitors using a wheelchair or who have mobility issues, must not be taken onto the first floor without first consulting the Finance & Operations Manager.

Visitors wearing a red badge may be unaccompanied on site, where a risk assessment has been provided to the Finance & Operations Manager and the likelihood of contact with students not under the supervision of a member of staff is extremely low. An example of this is where a known contractor is working in an isolated area of the school, away from the main school population.

The risk assessment would need to be signed and agreed by both the contractor and a senior member of staff and shared with staff working near the area so that supervision of students can be maintained. An expectation of the risk assessment would be that the contractor does not leave the area in which they are working without an escort.

Appendix A: Bridlington Schools PFI Project Health & Safety Audit / Checklist
BRIDLINGTON SCHOOLS PFI PROJECT HEALTH & SAFETY AUDIT/ CHECKLIST

N.B. PPP IML = PPP Infrastructure Management Limited (PFI Contractor)

			WHO	
1	Health & Safety Policy			
1.1	School Health and Safety Policy	Should be written specifically for the school, signed and reviewed regularly	SCHOOL	
2	Health and Safety Codes of Practice, Guidelines and information			
2.1	Corporate Health and Safety Codes of Practice and Guidelines	Available on the Council's Intranet Service for reference https://intranet.eastriding.gov.uk/guidance-and-resources/safety-at-work/	SCHOOL	
2.2	“Safe Practice in Physical Education, School, Sport and Physical Activity” (Association for Physical Education - afPE)	https://www.afpe.org.uk/page/Safe_Practice_in_PESSPA For details of how to access this information contact the Sports, Play and Arts team - Sport and Active Communities officer email Active.Communities@eastriding.gov.uk	SCHOOL	
2.3	ERYC Inflatable Structures Safety Guidance	Sent to Schools as issued and available on the Council's Intranet Service https://intranet.eastriding.gov.uk/guidance-and-resources/policies-and-procedures/policy-or-procedure/?entry=policies_and_procedures_inflatable_structures	SCHOOL	
2.4	Safety information - HERE for Schools	Safety bulletins issued via HERE for Schools / Headteacher Bulletins https://www.hereforschools.co.uk/	SCHOOL	
2.5	Kitchens on School Premises used for food preparation	The main school kitchen(s) used for the School Meals Catering Service is the responsibility of PPP IML.	-	PPP IML
	ERYC Catering Unit Health & Safety Manual	Any other kitchen areas (if applicable) are the school's responsibility. The Catering Unit Health & Safety Manual is available from East Riding Catering Services - cateringservices@eastriding.gov.uk, alternatively refer to https://www.hereforschools.co.uk/Services/5322 (School's own gas & electric cookers need to be regularly serviced)	SCHOOL	

2.6	“Educational Visits Guidance”	For the latest guidance & advice refer to HERE for Schools website. Alternatively contact Clare Johnson, Education Visits Consultant, Tel: (01482) 392417	SCHOOL	
School should have a designated Educational Visits Co-ordinator				
3	Risk Assessments			
N.B. Where specimen safe systems of work or risk assessments are available, e.g. in the Safety Services web pages, they need to be adapted or amended according to the schools individual circumstances. Risk assessment is a continuous process; your assessments must be reviewed and updated over time, after any incident or when there are significant changes in working practice.				
3.1	Fire risk assessment	A Fire Risk Assessment Form is available on the Council’s Intranet https://intranet.eastriding.gov.uk/templates-forms-and-checklists/template-form-or-checklist/?entry=templates_forms_and_checklists_fire_risk_assessment. The councils approved independent fire risk assessment contractor is HFR Solutions (https://www.hfrsolutions.co.uk/) Specific items, such as maintenance & testing of detection, alarm & lighting systems will require input from PPP IML. NB: PPP IML also carry out their own risk assessments for their own areas, e.g. kitchens, plant rooms, caretakers/cleaning rooms, FM offices, and make available the findings. Both the PFI Contractor and the School need to discuss and agree the way forward with the recommendations of both assessments. Both parties are building users, therefore both need to carry out the assessments as it will affect the different parties in different ways	SCHOOL	PPP IML
3.2	Control of Substances Hazardous to Health (COSHH assessments)	CFAS have bought into the Council’s web hosted COSHH assessment system provided through Sevron COSHH 365. It does not cover hand-wash, tippex or washing up liquid. To access the site contact ERYC Health and Safety team. Link attached for further COSHH guidance, for further queries contact safety.services@eastriding.gov.uk https://intranet.eastriding.gov.uk/guidance-and-resources/policies-and-procedures/policy-or-procedure/?entry=policies_and_procedures_control_of_substances_hazardous_to_health	SCHOOL	

		PPP IML are responsible for carrying out assessments on their own products, e.g. cleaning materials purchased and used by their staff. Copies are kept in the caretakers & cleaners' area.		PPP IML
3.3	Manual Handling activities	Schools are responsible for carrying out their own risk assessment of significant manual handling tasks carried out by their employees and volunteers PPP IML are responsible for assessments in respect of their staff.	SCHOOL	
3.4	Display Screen Equipment (DSE assessments)	A Display Screen Self-Assessment form is available on Insight https://intranet.eastriding.gov.uk/wellbeing-and-development/health-and-wellbeing/display-screen-equipment-assessment/ All work stations used for purposes other than presentations (e.g. classroom electronic whiteboards) and for student learning should be subject to an annual assessment	SCHOOL	
3.5	Educational visits risk assessment	Please contact Clare Johnson, Education Visits Officer, Tel: (01482) 392417 for queries relating to generic educational visits risk assessments. School should have a designated Educational Visits Co-ordinator.	SCHOOL	
3.6	First Aid	Guidance of first aid at work is available here: https://intranet.eastriding.gov.uk/guidance-and-resources/safety-at-work/guidance-for-first-aiders/ An assessment of first aid provision should be carried out in conjunction with the guidance. PPP IML are responsible for assessments in respect of their staff.	SCHOOL	
3.7	Health and Wellbeing	Guidance on health and wellbeing including mental, social, financial, physical, emotional wellbeing at work is available here: https://intranet.eastriding.gov.uk/wellbeing-and-development/health-and-wellbeing/	SCHOOL	
3.8	Lone Working	An example of a Lone Working Safe System of work is available upon request. -	SCHOOL	

3.9	Traffic Management	A Basic Inspection & Risk Assessment Form is available on the Council's Intranet https://intranet.eastriding.gov.uk/templates-forms-and-checklists/template-form-or-checklist/?entry=templates_forms_and_checklists_traffic_management_risk_assessment This risk assessment is carried out in conjunction with PPP IML during Service Review Meetings/Inspections.	SCHOOL	PPP IML
3.10	Kitchen activities	The main school kitchen(s) used for the School Meals Catering Service is the responsibility of PPP IML, who are responsible for risk assessments for activities undertaken by their staff. Copies are kept in the kitchen.		PPP IML
		Any other kitchen areas (if applicable) are the school's responsibility.	SCHOOL	
3.11	Cleaner / Caretaking activities	The cleaning & caretaking services are provided by PPP IML, who are responsible for risk assessments for activities undertaken by their staff. Copies are kept in the caretakers & cleaners' area. If schools do employ any staff to undertake these activities, risk assessments and safe systems of work must be developed		PPP IML
3.12	Education Health and Care Plans	For further information on Education and Health Care Plans contact SEND 01482 396469 or visit SEND East Riding Local Offer - https://www.eastridinglocaloffer.org.uk/education-health-and-care-plans/	SCHOOL	
3.13	Has the person(s) undertaking risk assessments received suitable training?	Visit The Learning Point - https://intranet.eastriding.gov.uk/wellbeing-and-development/learning-and-development/learning-point/about-learning-at-the-council/ Learning opportunities include health and safety, employee wellbeing, compliance, digital and administration skills, occupation specific skills and essential skills for East Riding managers	SCHOOL	
4	First aid / Accident and Incident Reporting			
4.1	Are appropriate numbers of staff trained in First Aid?	As per 3.6 above, an assessment of first aid provision should be carried out.	SCHOOL	
4.2	Relevant accidents and incidents must be reported to Safety Services	Guidance available on Insight for accidents/ incidents and near misses. Incidents/ accidents must be reported via - https://east-riding-self.achieveservice.com/service/Incident_Report Completion of Health and Safety Incident Report Form guidance notes can be found here:- https://fs-filestore-eu.s3-eu-west-1.amazonaws.com/eastriding/Files/H%26S%20Achieve%20form%20v1.0.pdf	SCHOOL	

5 Fire and Bomb Evacuation Procedures				
5.1	Are Fire and Bomb evacuation procedures/ plans displayed?	The School is responsible for displaying.	SCHOOL	
5.2	Are Fire Evacuation exercises carried out each term?	The School is responsible for arranging and recording fire drills carried out during school hours. PPP IML will be informed in advance. PPP IML are responsible for ensuring that fire drills are carried out outside of school hours for the benefit of staff, such as cleaners, who do not work during school hours.	SCHOOL	PPP IML
5.3	Is the Fire Log Book up to date?	PPP IML responsible for maintaining Log book: the School's Fire Plan should say who at the school is responsible for checking the fire log on behalf of the school, normally on a monthly basis.	SCHOOL	PPP IML
5.4	Is the Fire Alarm tested weekly using a different alarm call-point?	PPP IML responsible for testing – records available for inspection by School or Council on request.		PPP IML
5.5	Is the Fire Alarm system serviced regularly? When was it last serviced?	PPP IML responsible for servicing – records available for inspection by School or Council on request.		PPP IML
5.6	Is Emergency lighting installed? If yes when was it last serviced?	PPP IML responsible for servicing – records available for inspection by School or Council on request.		PPP IML
5.7	Are Fire Extinguishers serviced annually? When were they last serviced?	PPP IML responsible for servicing – records available for inspection by School or Council on request.		PPP IML
6 Management and Maintenance of Project Co Assets - BSSL/ PPP IML				
6.1	Is there an "in date" five yearly electrical inspection certificate for the building? If yes, when was the last inspection carried out?	PPP IML responsible for inspection – records available for inspection by School or Council on request.		PPP IML
6.2	Are portable electrical appliances tested annually? If yes, what was the date of the last test?	Portable (electrical) Appliance Testing of equipment owned by PPP IML is the responsibility of PPP IML. PAT testing is documented and copies available for inspection if required. Document how failed items are disposed of.		PPP IML

For reference, see <https://www.hse.gov.uk/pubns/books/hsr25.htm>

PPP IML responsible for testing their own equipment.

6.3	Is the heating system serviced regularly? If yes, what was the date of its last service?	PPP IML responsible for servicing – records available for inspection by School or Council on request.	PPP IML
6.4	Are gas appliances on site serviced regularly? If yes, what was the date of the last service	PPP IML responsible for servicing – records available for inspection by School or Council on request.	PPP IML
		PPP IML responsible for inspection – records available for inspection by School/ Library or Council on request.	
6.5	Are water systems regularly inspected?	The school should be provided with information about the hazards that may exist, the level of risk and any control measures they may need to adopt by PPP IML	PPP IML
		PPP IML responsible for completing/maintaining survey – Schools should have a copy of annual inspection report	PPP IML
6.6	Has an asbestos survey of the premises been carried out?	Schools must ensure that they recognise the contents of the asbestos report and adopt all necessary measures to ensure that no one is exposed to asbestos. New staff should be made aware of the register, locations of and what to do/ what not to do with the areas for example, reporting concerns if peeling/ cracking. School employed contractors must be fully briefed if asbestos is present on site before any works commence.	SCHOOL
7	Management and Maintenance of Excluded Assets - Schools and Library		
7.1	Routine premises Health & Safety Inspections	School is responsible for routine premises inspections of the parts they occupy and use at least once per term, preferably twice.	SCHOOL
7.2		School are responsible for servicing and maintaining their own gas and electric cookers and appliances	SCHOOL

	Are School owned gas and electric appliances on site serviced regularly? (cookers/ D & T) If yes, what was the date of the last service			
7.3	Are school owned excluded assets serviced and maintained regularly? (loose sports equipment, ladders, hoists, playground equipment, etc)	School are responsible for servicing and maintaining their own excluded assets	SCHOOL	
7.4	Are portable electrical appliances tested annually? If yes, what was the date of the last test?	Portable (electrical) Appliance Testing of equipment owned by the School is the responsibility of the School. Ensure PAT testing is documented and copies available for inspection if required. Document how failed items are disposed of. For reference, see https://www.hse.gov.uk/pubns/books/hsr25.htm PPP IML responsible for testing their own equipment.	SCHOOL	
8	Staff Training			
8.1	Have all staff members (including part time/ temporary staff and volunteers) received Health and Safety Induction training?	Reference: East Riding of Yorkshire Council Corporate Health & Safety Policy Council Intranet - (https://intranet.eastriding.gov.uk/guidance-and-resources/policies-and-procedures/policy-or-procedure/?entry=policies_and_procedures_health_and_safety_policy). New Employee Safety Induction Checklist: https://intranet.eastriding.gov.uk/templates-forms-and-checklists/template-form-or-checklist/?entry=templates_forms_and_checklists_new_employee_induction_safety_checklist_for_managers PPP IML responsible for H & S induction training for their own staff.	SCHOOL	
8.2	Do you have evidence of induction/ and specific H & S training for all staff?	As above – Safety Induction Checklist should be signed and retained. Record when staff have completed H & S training including asbestos, fire training, incident reporting, manual handling etc.. PPP IML retain records for their staff at the Contract Office.	SCHOOL	

8.3	Have staff received specialist H & S training? For example, Working at Height if relevant to role	Record when staff have completed role specific H & S training including working at height etc..	SCHOOL	
8.4	Has the Head teacher or other member of staff received training on the Construction, Design and Management Regulations, and the Council's Standing Orders for Self-Help schemes etc?	Under the PFI Project arrangements any construction or relevant project will be managed by the PFI contractor or arranged by the Council.		PPP IML / ERYC

SECTION 2. VISUAL INSPECTION

(Not including routine premises Health & Safety Inspections that are carried out least once per term) Recommended this is carried out in conjunction with PPP IML and/or ERYC Special Projects

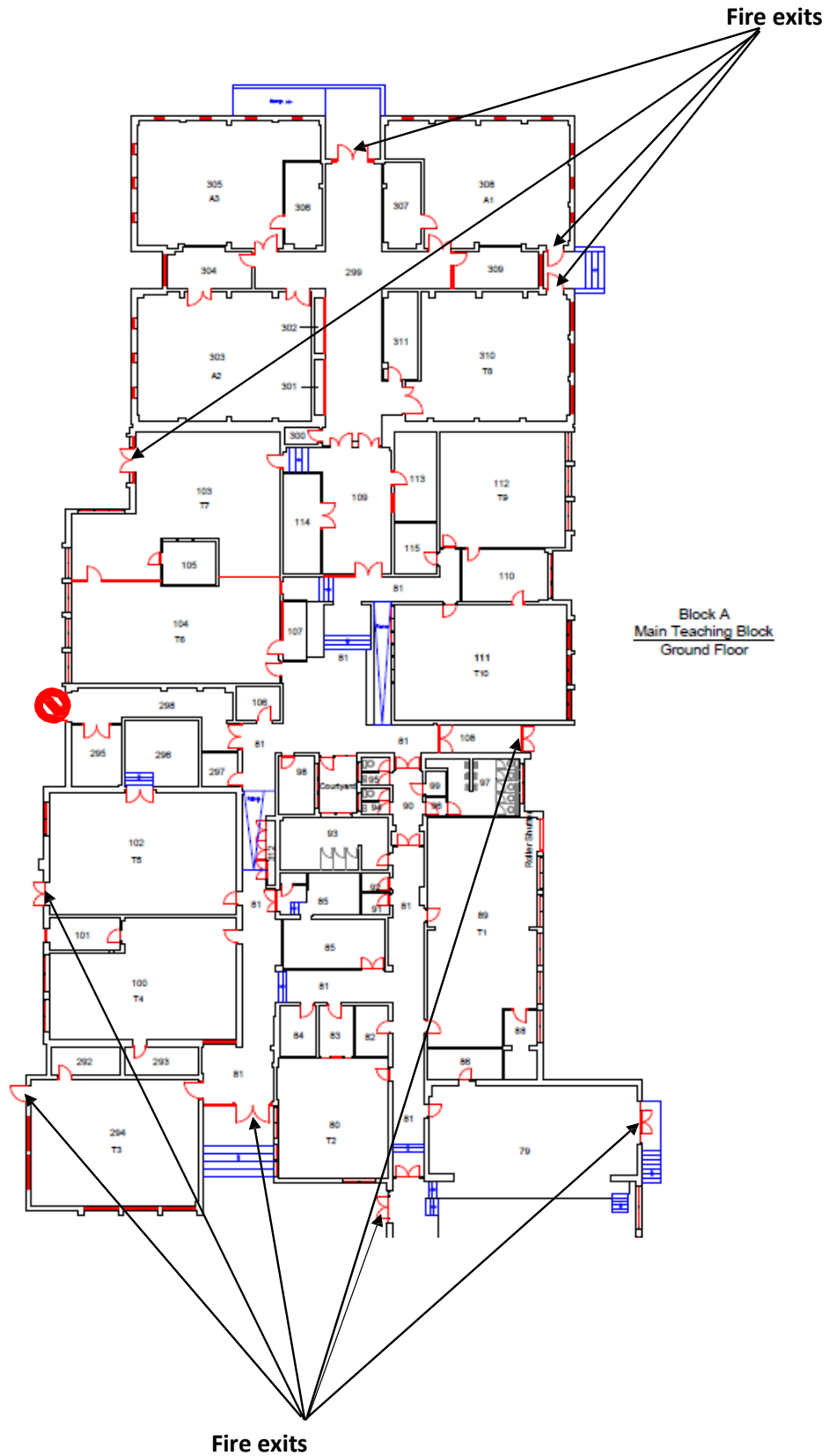
9	Welfare Facilities			
9.1	Are Male and Female toilet/ washing facilities adequate:	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
9.2	Is there an adequate supply of drinking water?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
9.3	Other comments			
10	Fire Safety			
10.1	Are fire exit signs displayed correctly?	Observations and actions to be discussed/agreed with the PFI contractor and Council. (Part of Fire Risk Assessments)	SCHOOL	PPP IML / ERYC
10.2	Are fire exits and evacuation routes clear of combustible materials and unobstructed?	Observations and actions to be discussed/agreed with the PFI contractor and Council. (Part of Fire Risk Assessments) PPP IML carry out weekly checks.	SCHOOL	PPP IML / ERYC

10.3	Are there any additional sources of oxygen on site?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
10.4	Are fire extinguishers appropriately positioned and easily accessible?	Observations and actions to be discussed/agreed with the PFI contractor and Council. (Part of Fire Risk Assessments)	SCHOOL	PPP IML / ERYC
11 Miscellaneous				
11.1	Do you have a system for monitoring visitors on site?	School responsible for visitors and school employed contractors. Ensure both are briefed on fire/ emergency evacuation if unescorted Contractors arranged by PFI contractor – PPP IML responsible (includes permits to work & signing in book)	SCHOOL	PPP IML
11.2	Self Helps - Are School contractors due to carry out works on site?	School to submit a 'Self Help' request to ERYC - including risk assessments, method statements, insurance details and details of their competencies, depending on works. Responsible person to be identified at the school for supervision of contractors whilst on site	SCHOOL	
11.3	Do any buildings incorporate a Fragile Roof? If yes, are warning signs displayed?	PFI contractor responsible. (Where appropriate, warning signs must be in place and appropriate safe systems of work in the event that anyone has to access the fragile roof)		PPP IML
11.4	Are sealed or unsealed radioactive sources kept on site? If yes, when was it last "leak tested"?	Most likely in Science Depts. School will need to have a designated Local Radiation Protection Supervisor (Usually a member from the Science Department) to ensure that the day-to-day procedures follow the local rules set out by the Health Protection Agency.	SCHOOL	
12 Internal Activities				
12.1	Are floor surfaces in good condition?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC

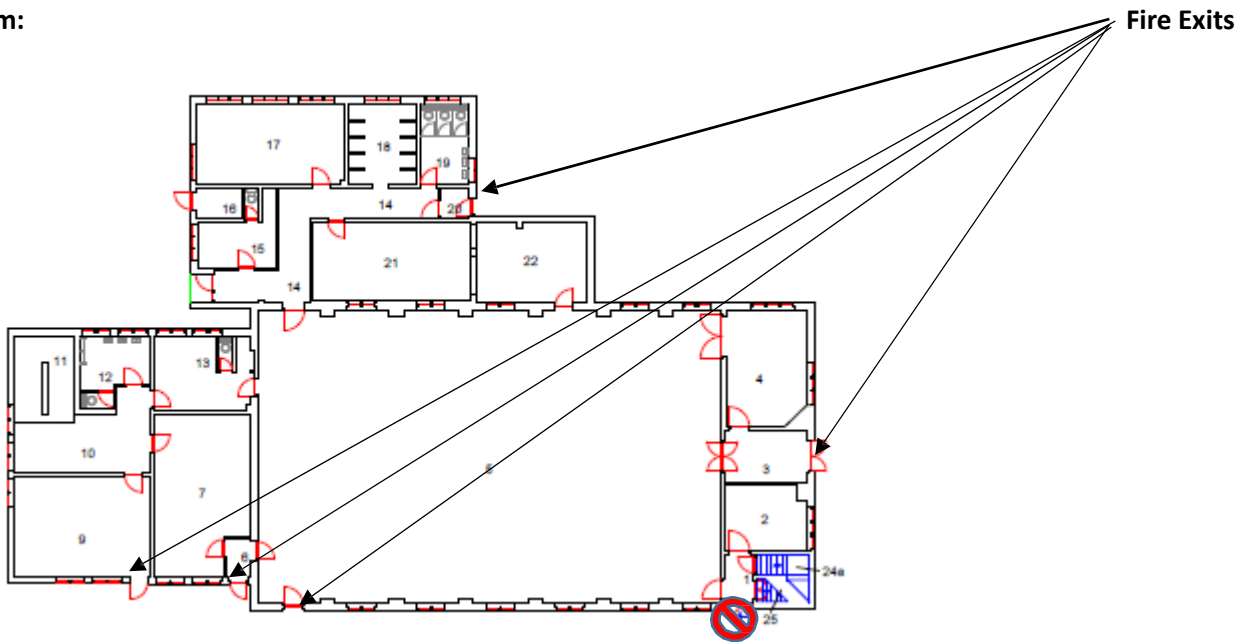
12.2	Is all equipment in good condition and regularly maintained?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
12.3	Is all glazing in the area of a standard to withstand impact?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
12.4	Are heating, lighting and ventilation adequate?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
12.5	Is there sufficient provision for storage of equipment?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
13	External Areas (walkways, car parks, play areas etc)			
13.1	Are pedestrian access / egress route surfaces in good condition?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
13.2	Are car parking facilities adequate, and are surfaces in good condition?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
13.3	Is there adequate means for segregation of pedestrians and vehicular traffic?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
13.4	Are all hard sport/ play areas in good condition?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
13.5	Are equipment storage facilities adequate?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
13.6	Is the equipment used regularly maintained?	Observations and actions to be discussed/agreed with the PFI contractor and Council. Sports equipment should be tested annually by an independent body (Continental Sports, ROSPA etc).	SCHOOL	PPP IML / ERYC
13.7	Are all grassed playing fields in good condition?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
13.8	Other comments			

Appendix B: Building Plans Denoting Fire Exits

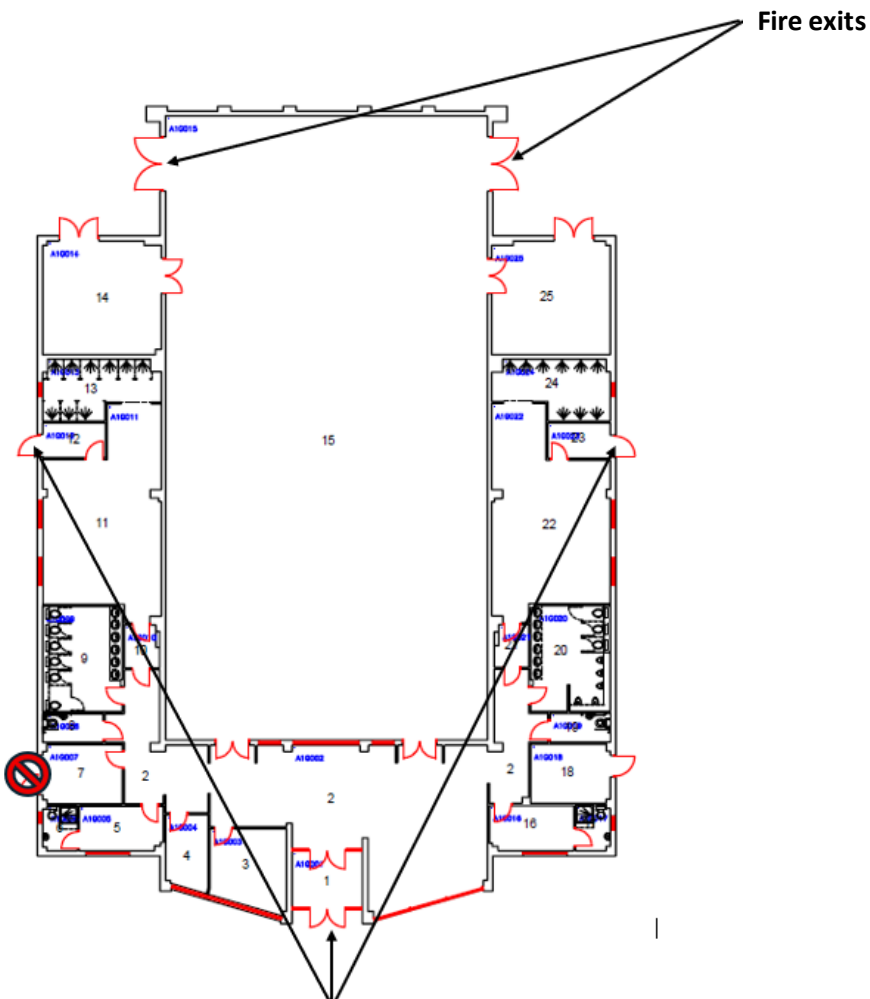
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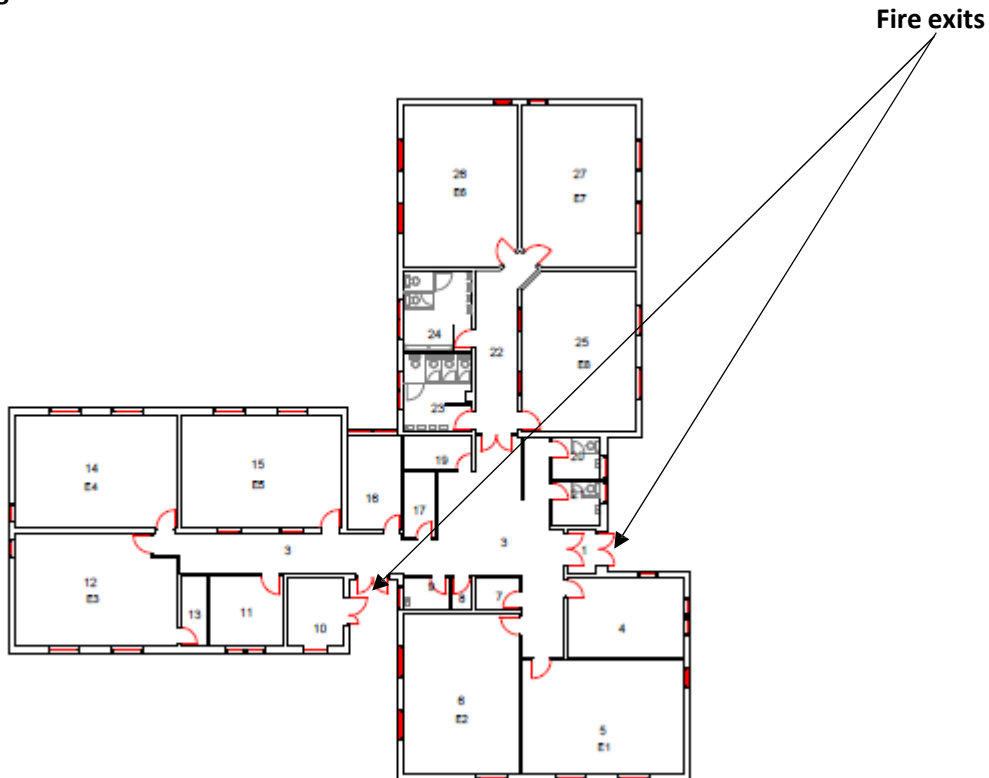
Gym:



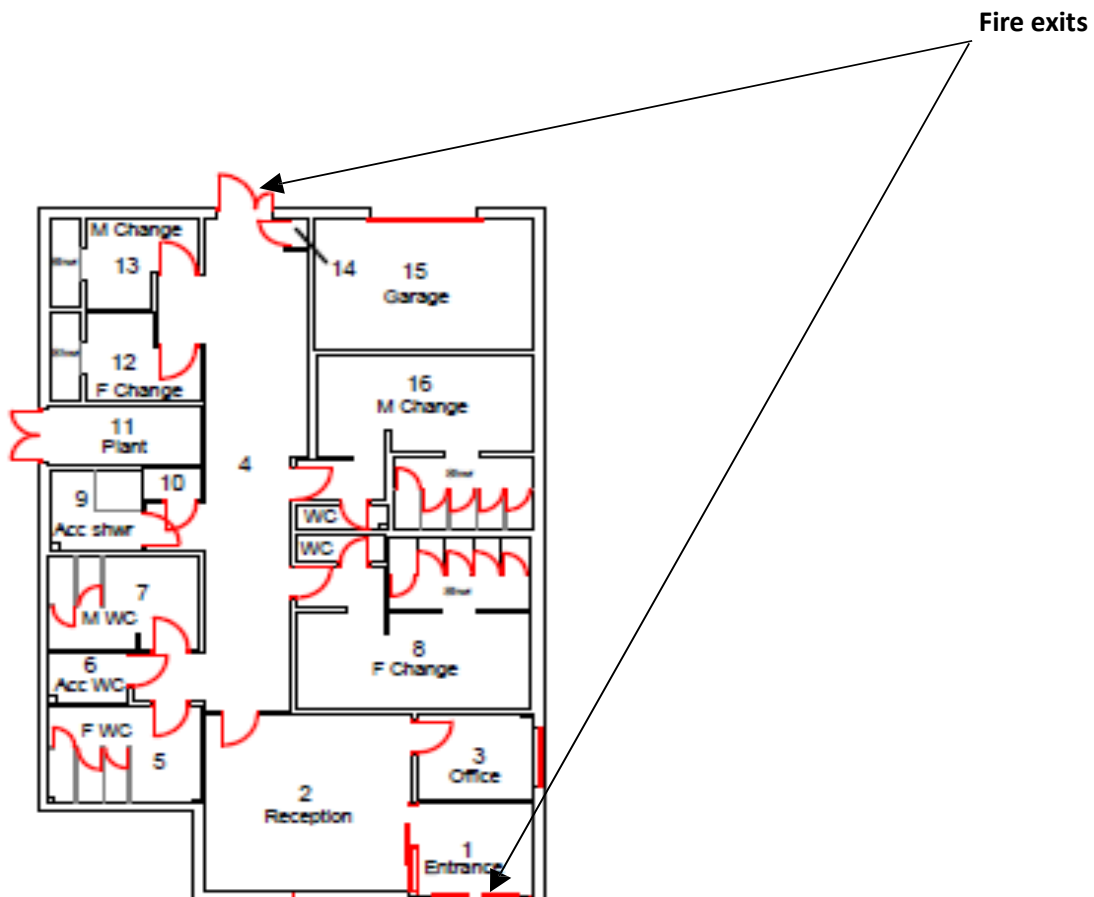
Sports Hall



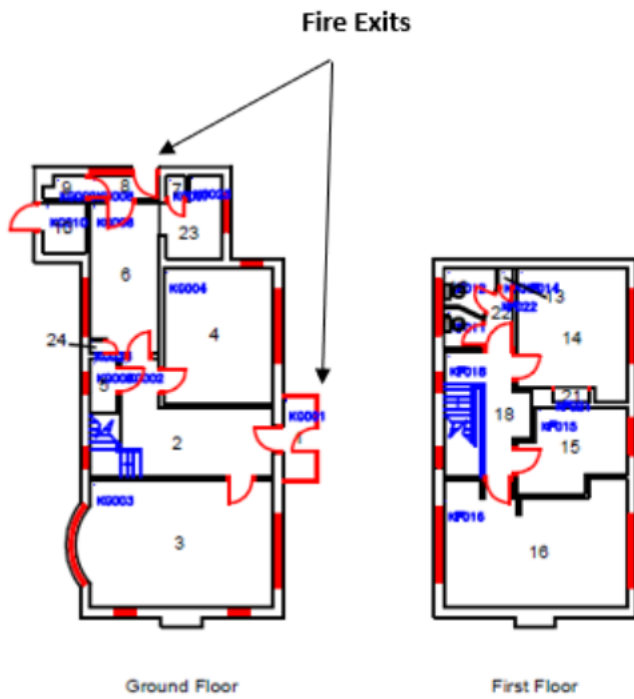
English Block:



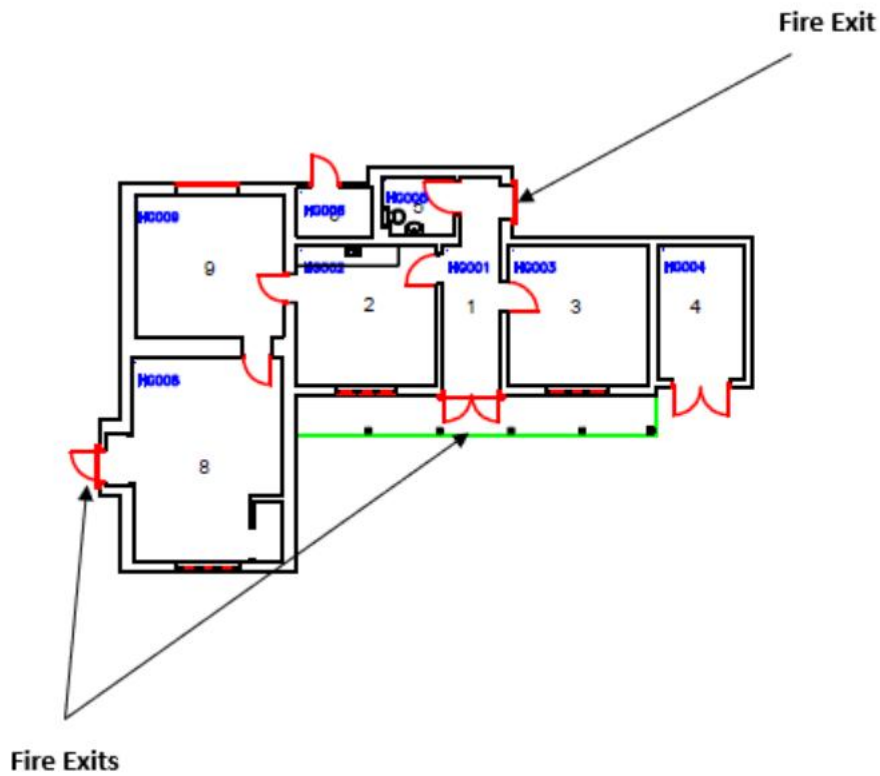
Astro Centre / Reception



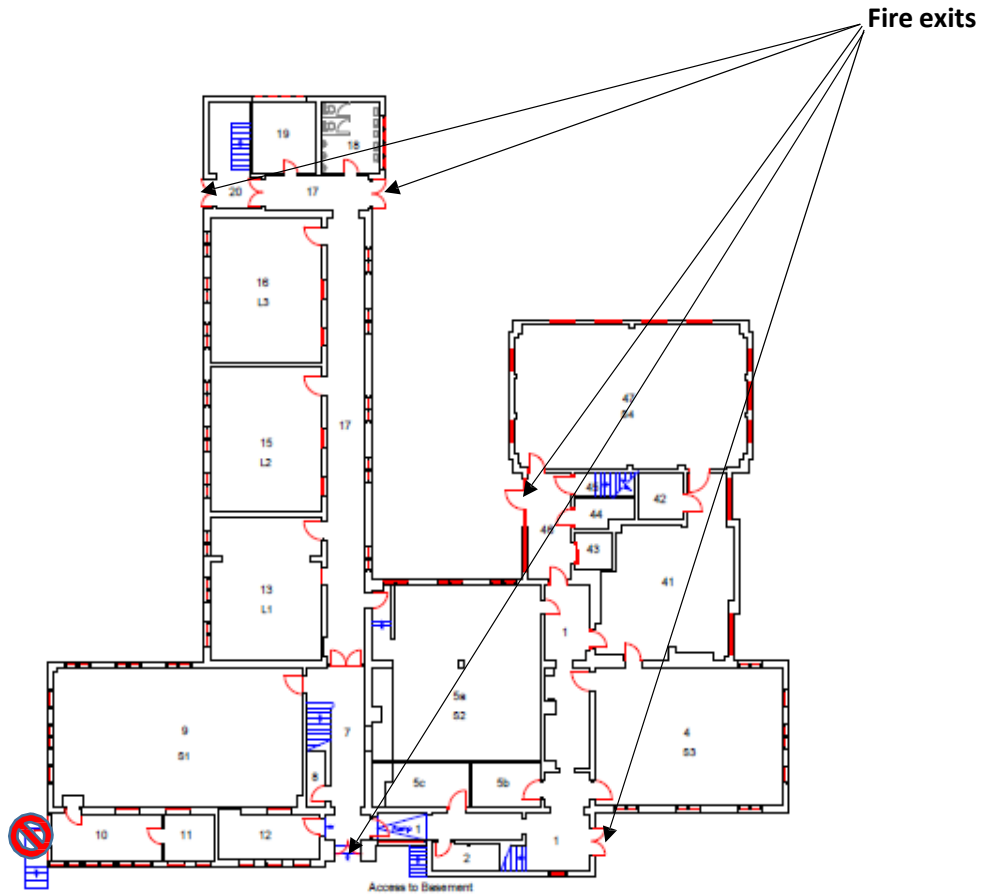
Harland House:



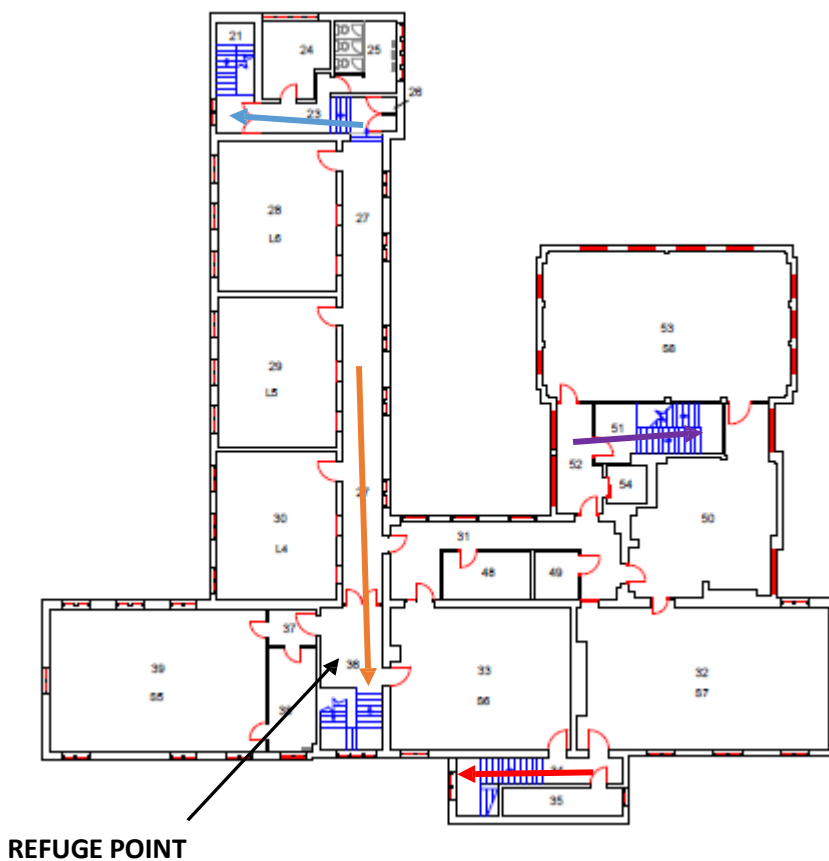
Pavilion Building:



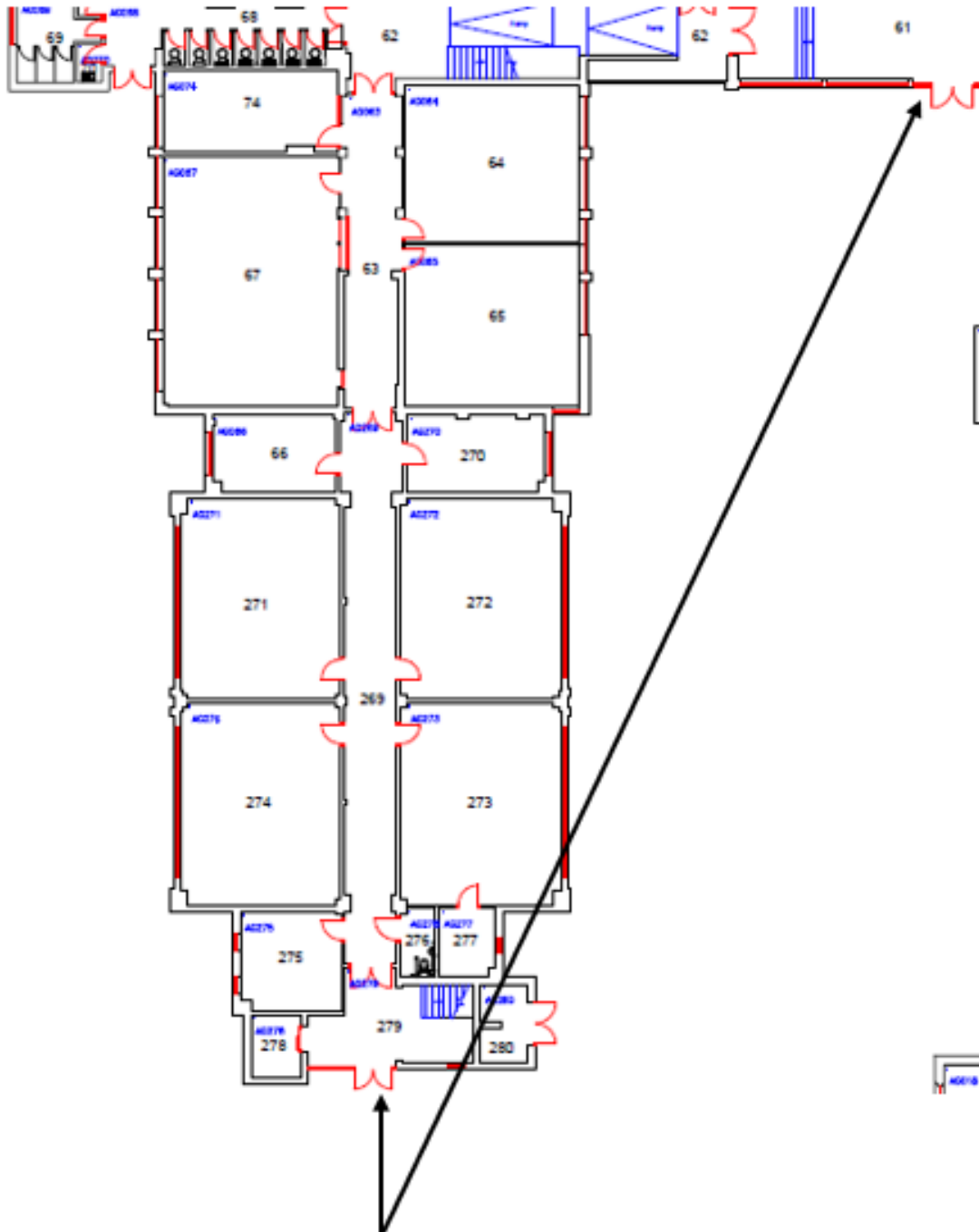
Science / Humanities Block (ground floor)



Science / Humanities Block (first floor) Alternative exit routes to fire exits on ground floor



Maths / Geography / MFL Block (ground floor)



Fire Exit

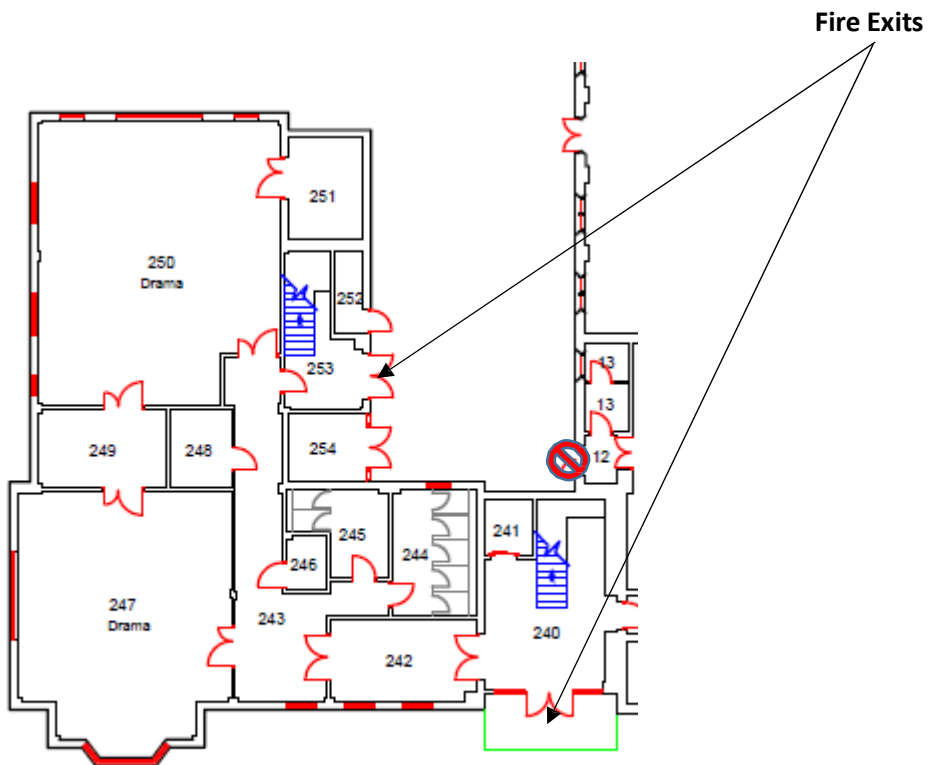
Maths / Geography Block (first floor)

Alternative exit routes to ground floor fire exits



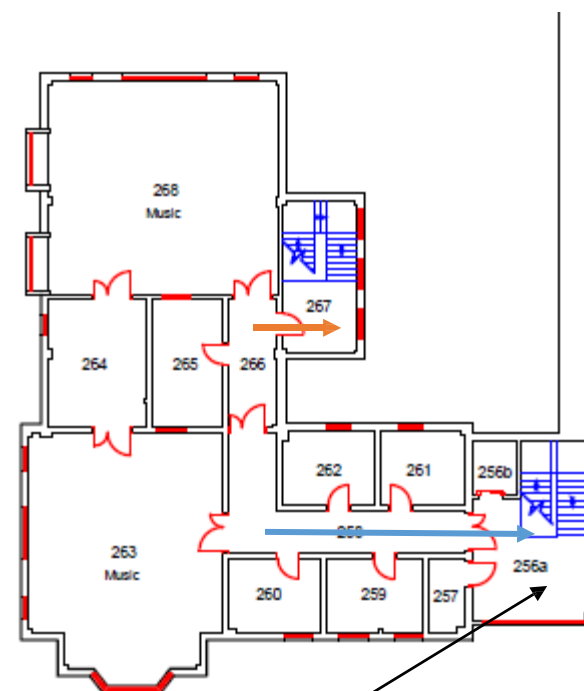
REFUGE POINT

Performing Arts Block (ground floor)



Performing Arts Block

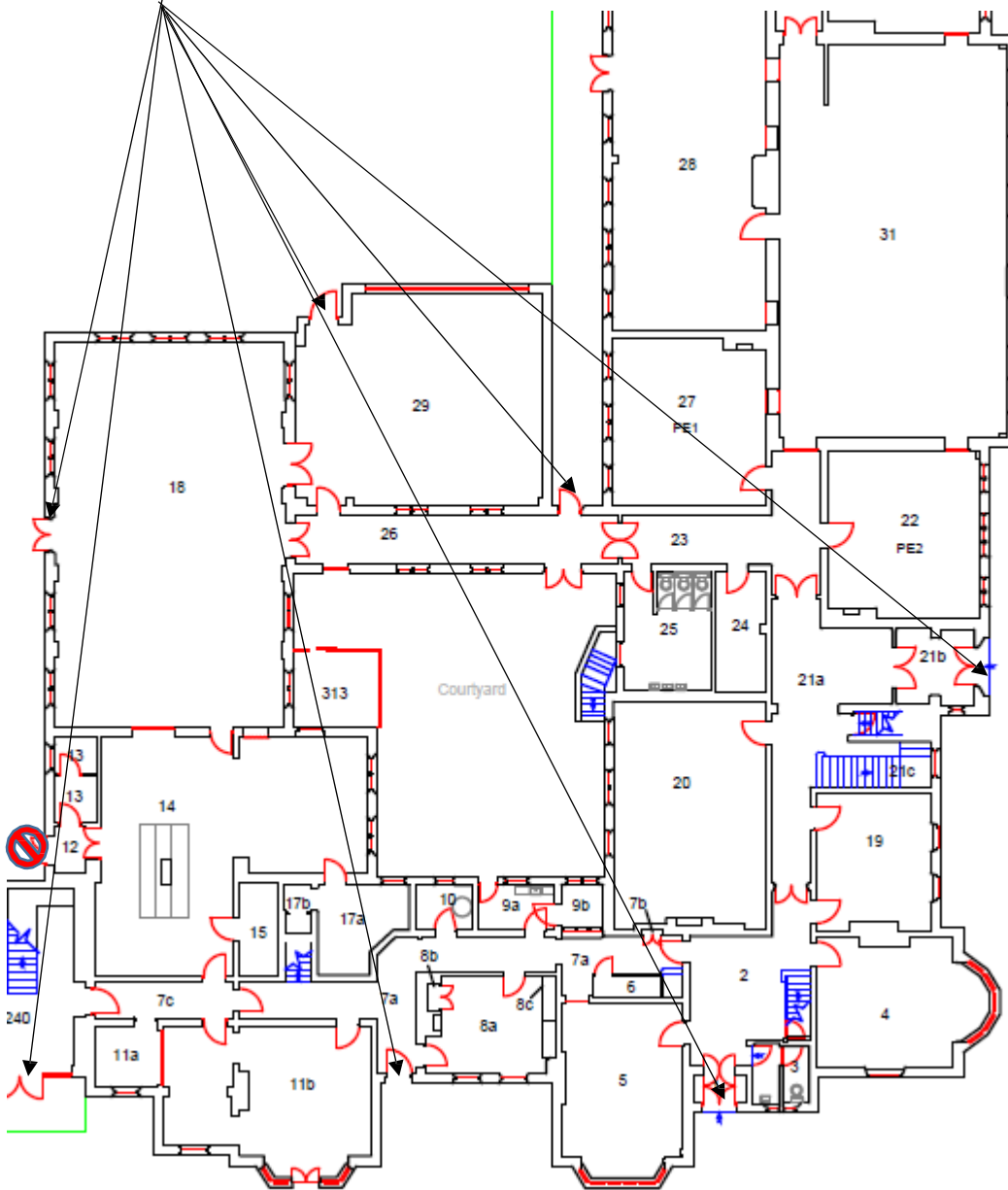
Alternative exit routes to ground floor fire exits



REFUGE POINT

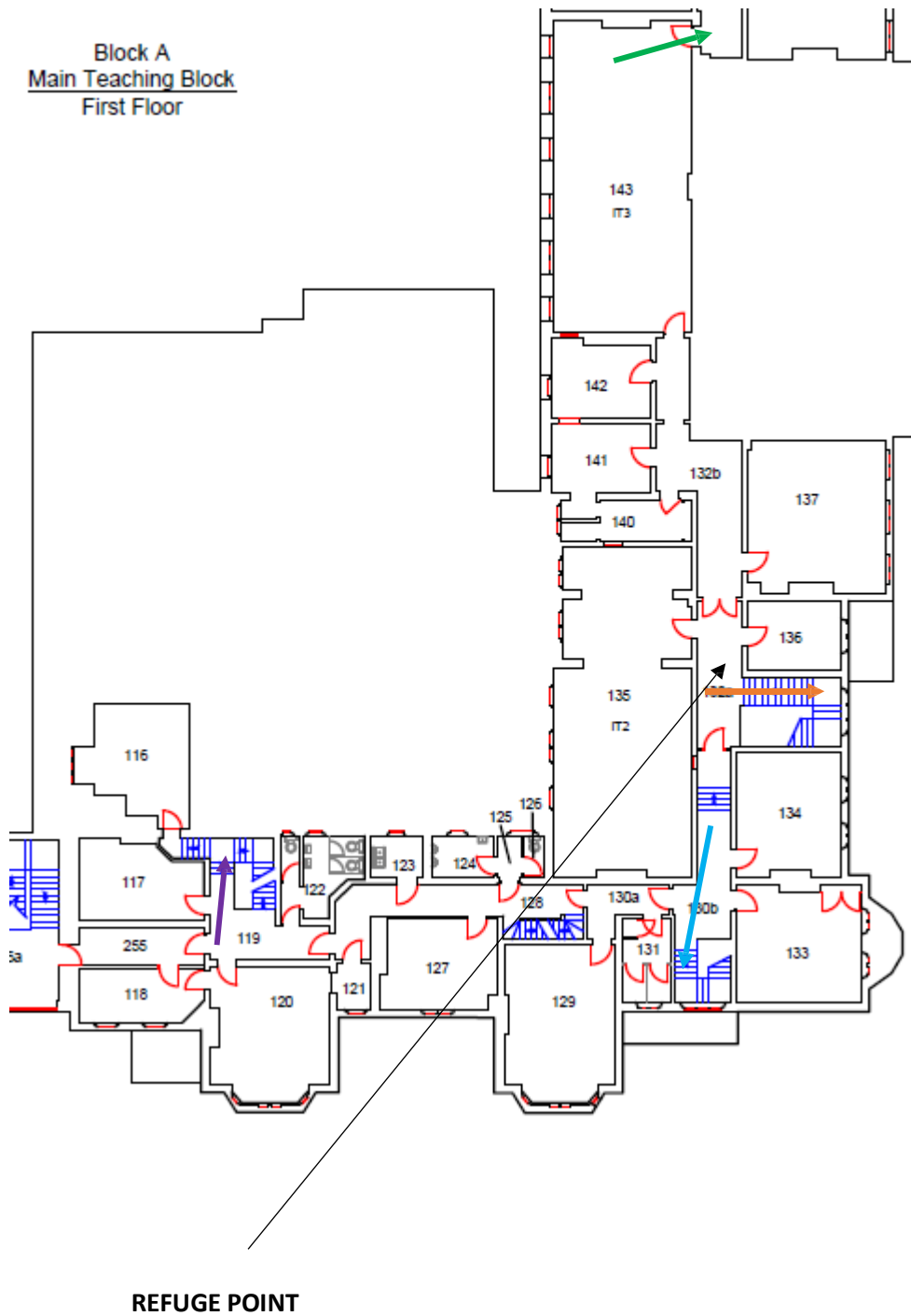
Main Teaching Block Ground Floor

Fire exits

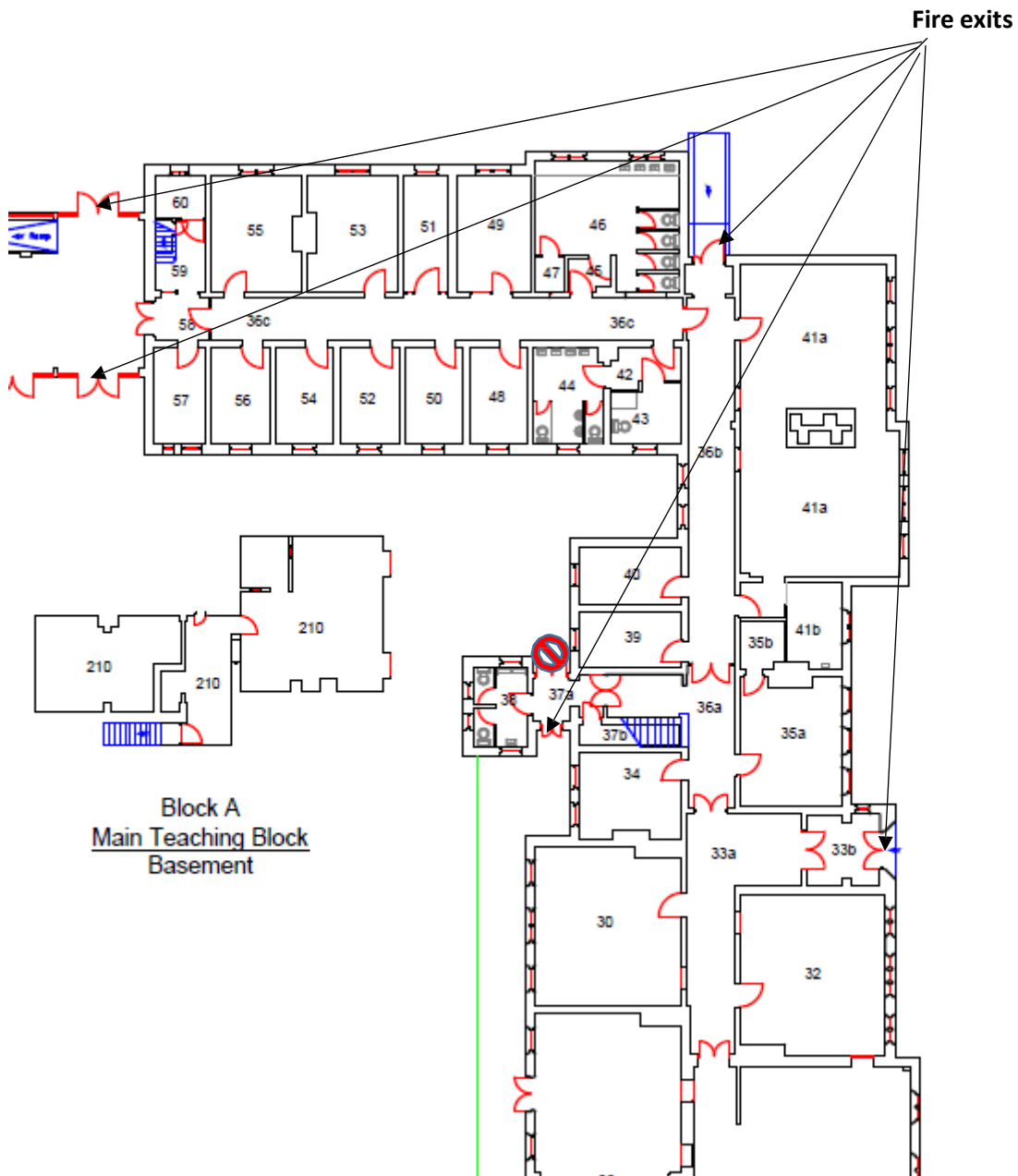


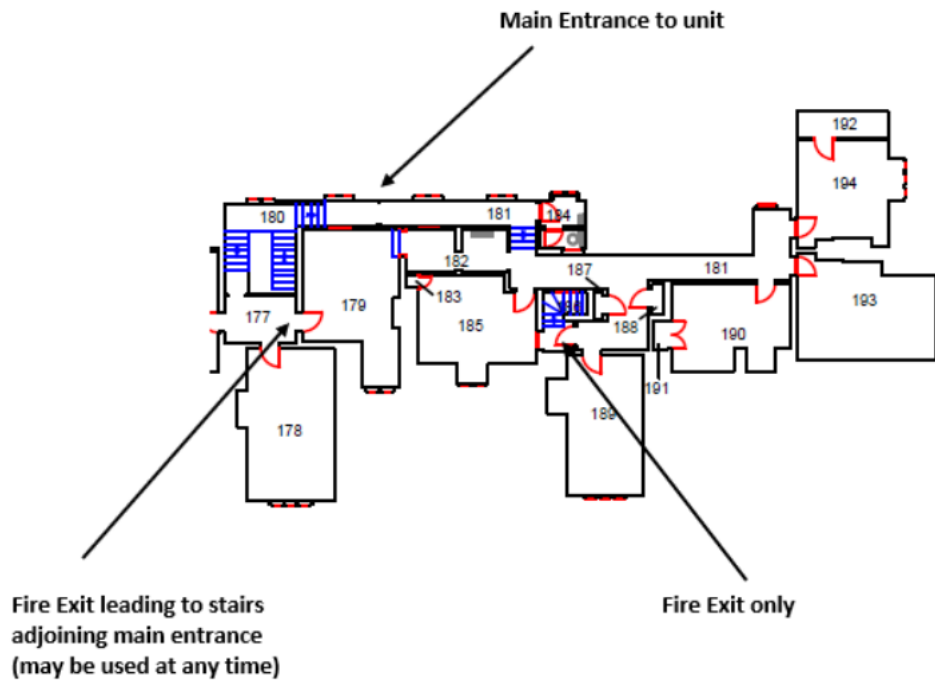
Main School – From above Head’s office to IT3 (first floor)

Alternative exit routes to fire exits



Main School – From Library to Admin Corridor (ground floor)





Both staircases lead directly to other staircases below to access the ground floor as follows:

