



**Minerva**  
Learning Trust

## **School Health and Safety Policy**

Handsworth Grange Community Sports College



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## Changes to this edition

**Schools must update the tables with the PERSON RESPONSIBLE.**

**The following changes to the edition are highlighted in the document in yellow highlighted text to allow schools to update existing documentation.**

**Responsibilities of the Governing Body:** updated with emphasis on implementation and monitoring.

**Emergency (Fire):** updated to identify Premises Manager/Supervisor responsibility for testing and recording.

**Use of Ladders:** changed to give greater clarity regarding those staff may work at height and use ladders.

**Display Screen Equipment:** updates to the narrative.

**Housekeeping and Waste:** updated with where to get support.

**First aid boxes:** updated to clarify who may use first aid boxes and boxes on minibuses.

**First aid in the physical education department and off-site provision:** further updates to clarify points.

**Reporting accidents, emergencies, and first aid administration:** further updates to clarify points.

## 1. Purpose

The Governing Body of Handsworth Grange Community Sports College will meet its responsibilities under the Health and Safety at Work Act 1974 and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as Students, students, visitors and contractors. Details of how this will be done are given in this health and safety statement. The Local Governing Body will appoint a Governor with lead responsibility for Health and Safety.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them. The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the school activities.

The school is committed to continually improving its health and safety performance.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

## 2. Aims

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment, resources and systems of work that are safe and without risks to health
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third-party users to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all relevant information from advisory bodies to the correct user(s).
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information.

### 3. Links to other documents

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 (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- Trust Health and Safety Policy
- Trust Staff Wellbeing Policy
- Trust Data Protection Policy
- Trust Supporting Pupils with Medical Conditions Policy
- Trust No Smoking Policy
- Risk Assessment
- School Uniform Policy
- Bomb Threat, Lockdown and Evacuation Policy/ies
- Visitor Policy
- School Security Policy
- Adverse Weather Policy
- Minibus Policy

Educational Visits and School Trips Policy

## **4. Roles and Responsibilities**

### **4.1 Responsibilities of the Buildings Supervisor or PFI Facilities Management**

- Ensure the premises and facilities are managed and maintained in line with current legislation and any PFI contract specification requirements where necessary.
- Ensure the health and safety matters which are brought to the attention of the helpdesk are dealt with in a prompt manner.
- Ensure the health and safety management of contractors to the site.
- Ensure appropriate health and safety systems and procedures are in place to effectively manage the site.
- Ensure that any health and safety concern which may affect the operational activities of the school are promptly notified to the Headteacher/Business Support Manager.

### **4.2 Responsibilities of the Governing Body**

- Appoint a Governor with lead responsibility for Health and Safety.
- Ensure that funding allocated for the safe running and health and safety matters is monitored to ensure its effectiveness and value for money.
- Ensure health and safety issues are reported to them by the Headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the Trust Estates Management Policy and School Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Review School level Health and Safety Policy and its implementation and monitoring to protect the safety of persons on site.
- Comply with statutory policies and procedures and monitor health and safety management within school.
- Ensure that appropriate risk assessments have been carried out.
- Ensure that all members of staff receive appropriate training.
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance.
- Ensure adequate consultation takes place to allow everyone to contribute to safe working.

### **4.3 Responsibilities of the Headteacher**

- Take overall responsibility for day to day management of health and safety issues
- Ensure that health and safety is incorporated into the planning and organisation of all school functions
- Ensure that suitable and sufficient assessments of hazards and risks to staff members, Students and other visitors and users of the school are carried out Further, to act upon those assessments in order to reduce risk
- Attend health and safety training courses as appropriate
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers)
- Provide necessary information to staff members and their representatives on health and safety matters
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities
- Ensure staff have an appropriate workload in support of a reasonable work/life balance
- Ensure the reporting and investigation of any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working

### **4.4 Responsibilities of the Health and Safety Co-ordinator (Business Support Manager)**

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses to enable the discharge of their duties effectively
- Ensuring routine liaison with the Trust Estates, Health and Safety lead to ensure continuous compliance and identification of significant risk
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the Trust Estates Policy and School's Health and Safety Procedures
- Ensuring that Health and Safety documentation and records (e.g. fire, asbestos, legionella etc.) are kept up to date
- Ensuring that the Health and Safety Notice Board is kept up to date
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated
- Liaise with the Trust Estates, Health and Safety lead to perform and report on termly health and safety inspections and ensuring follow up action is completed
- Ensuring appropriate procedures for authorisation of school visits is followed
- Participating in any Health and Safety Audits with inspection and advisory bodies
- Providing health and safety induction training for all staff
- Keeping staff health and safety training records up to date
- Ensuring that all statutory inspections are completed, and records kept



- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness
- Where applicable, monitoring contractors on site in liaison with the facilities management team, inducting them in the schools site health & safety

#### **4.5 Responsibilities of Heads of Departments**

Heads of Department are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually)
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Headteacher where appropriate
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department
- Passing on health and safety information received to the appropriate people
- Acting on health and safety reports from above and below in the hierarchy

#### **4.6 Responsibilities of all staff**

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the school policies and procedures and follow any guidance, policies and procedures issued by the school and/or other associated advisory bodies
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits
- Attend health and safety training and participate as member of the health and safety committee as appropriate
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.
- Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits
- Report to the Headteacher any problems that they feel that they cannot deal with themselves
- Take responsibility to do what they can to take care of themselves, their colleagues, Students and visitors. In particular employees should co-operate with the health and safety policy of their employer

## 5. Roles and Responsibilities

### 5.1 Co-ordination and Communication

System	Responsibility
<b>Health and Safety Co-ordinator</b> The person who has responsibility for operational Health and Safety	Business Support Manager
<b>Safety Representatives and Safety Committees</b> Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in accordance with the Authority's Code of Practice and is required	The Headteacher
<b>Health and Safety Committee</b> The constitution, membership and the minutes of the School Safety Committee	Minerva Learning Trust Central Team – Health & Safety Lead

### 5.2 Emergencies (Fire etc.)

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Document Location(s)
Fire Evacuation Procedure	Online T:\Health & Safety\Fire Evacuation Procedures\Fire Evacuation Full Policy Sept 2023  <b>SharePoint.</b> Staff Shared \ POLICIES 2023-2024 \ 2023-24 \ School Level \ Fire Evacuation Full Policy
Bomb Alert	<b>SharePoint.</b> Staff Shared \ POLICIES 2023-2024 \ 2023-24 \ School Level \ Bomb Threat and Response Procedures
Gas Leak	Printed Copy – Site Manager. Isolation points are shown on diagram pinned to display board
Electrical Fault	As above
Water	As above
Storm or Flood Damage	As above
Persons Threatening Violence on Site	<b>SharePoint.</b> Staff Shared \ POLICIES 2023-2024 \ 2023-24 \ School Level \ Lockdown Policy
Other	

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

<b>The person (and deputy) responsible person for ensuring and supervising (where appropriate)</b>	<b>Person</b>	<b>Deputy</b>
The controlled evacuation of people from the building or on the site to a place of safety	Headteacher	Designated Deputy in Charge
Summoning of the emergency services	Premises Manager	Caretaker
Roll call is taken at the assembly point	Headteacher	Designated Deputy in Charge
That no person attempts to re-enter the building until the all clear is given by the emergency services	Headteacher	Designated Deputy in Charge

**Note: The priorities are as follows:**

- 1. to ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate;**
- 2. to call the emergency services when appropriate;**
- 3. to safeguard the premises and equipment, if this is possible without putting persons at risk.**

<b>System</b>	<b>Person Responsible</b>
The person responsible for arranging, recording and monitoring fire drills at least once per term.	Business Support Manager and Premises Manager
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: In the science prep rooms, with the science technicians. Online with Fire Evacuation Documents: T:\Health & Safety\Fire Evacuation Procedures\Chemical-stocklist	Senior Science Technician Premises Manager – Paper Copy 1 Business Support Manager – Paper Copy 2
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Business Support Manager (in consultation with the Trust Estates, Health and Safety Lead)

### **5.3 Fire Prevention and Detection Equipment Arrangements**

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<b>System</b>	<b>Location of test records</b>	<b>Person responsible</b>
Fire Alarm	Premises Office	Premises Manager
Emergency lighting system	Premises Office	Premises Manager
Smoke detection system	Premises Office	Premises Manager

<b>System</b>	<b>Person responsible</b>
The person responsible for carrying out termly visual inspections of all emergency firefighting equipment	Premises Manager

(for example, fire extinguishers, fire blankets) and to whom any short comings should be immediately report	
The contractor (if applicable) responsible for conducting the annual test of fire equipment inspection and maintenance	Trust Fire

## 5.4 Locations of main service isolation points

Service	Location of isolation point
Water	<ul style="list-style-type: none"> <li>Block 1 -3 – in manhole to the right of main gates Nr Bus Stop</li> <li>Sports Hall – in manhole to right of main entrance gate off Beaver Hill Road</li> </ul>
Electricity	<ul style="list-style-type: none"> <li>Block 1 – in Caretaker’s cellar store room to right hand side at the bottom of the cellar steps</li> <li>Block 2&amp;3 – Plant Room external door</li> <li>Sports Hall – Plant room 1<sup>st</sup> floor</li> </ul> <p>Areas around school can be isolated at fuse boards</p>
Gas	<ul style="list-style-type: none"> <li>Block 1 – Cellar next to ICT3 / Reflection Room</li> <li>Sports Hall and Block 3– in green box next to footpath in between gym and sports hall</li> <li>Kitchen – in bunker outside Beaver Hill side of Caretaker’s house</li> <li>Block 2 – Plant Room external door</li> </ul>

## 5.5 Severe Weather

System	Person responsible
During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g clearing snow and ice) will be determined by	Premises Manager

## 5.6 Accident, dangerous occurrence, violent incident and near miss reporting and investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book	Person in Charge of Accident Book

First Aid Room	Receptionists
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Paper copies of accident forms are kept by Reprographics, and electronically in the location(s) specified:

Location of Accident Forms	Person in Charge of Accident Forms
T:\Health & Safety\Accident Forms\Accident Reporting Form	Business Support Manager

Accident reports should be drawn to the attention of and counter-signed by the Headteacher or his/her Deputy before being forwarded to reporting body.

System	Person responsible
The person responsible for monitoring accidents and incidents to and identify trends and patterns is:	Business Support Manager

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

## 5.7 First Aid

The names (and extension numbers if appropriate) of the current first aiders and appointed person emergency aiders are displayed at the following points in the school:

Display Points
<ul style="list-style-type: none"> <li>Main Reception</li> </ul>
<ul style="list-style-type: none"> <li>Staff Room</li> </ul>
<ul style="list-style-type: none"> <li>Offices</li> </ul>

First aid boxes and first aid record books are kept at the following points in school.

Location of First Aid Box(es)	First Aid Record Book(s)
<ul style="list-style-type: none"> <li>Main Reception</li> </ul>	<ul style="list-style-type: none"> <li>Main Reception</li> </ul>
<ul style="list-style-type: none"> <li>PE</li> <li>Technology</li> <li>Science</li> </ul>	<ul style="list-style-type: none"> <li>Accident Reporting Sheffield City Council</li> </ul>

Traveling first aid boxes are kept at the following points in school.

Main Reception
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System	Person responsible
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A termly check on the location and contents of all first aid boxes	Managing Medications Personnel
Use of the first aid material and deficiencies should be reported	Managing Medications Personnel
The address and telephone number of the nearest medical centre/NHS GP	Handsworth Medical Centre, Handsworth Grange Road, Sheffield S13 9BZ Tel: 0114 269 7505
The address and telephone number of the nearest hospital with accident and emergency	Northern General Hospital Herries Rd, Sheffield, South Yorkshire, S5 7AU Telephone 0114 243 4343

## 5.8 Administration of Medicines

The person responsible for dealing with the administration of medicines and controlled drugs in accordance with the Managing Health and Medical Needs of students in schools document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:

<b>Name</b>	<b>Position in school</b>
Alison Keeton	PA to Headteacher and SLT
Sharron Staniforth	Receptionist
Susan Parker	Attendance Manager

### Health Care Plans

The person(s) responsible for undertaking and reviewing the healthcare plans of Students with medical needs is:

<b>Name</b>	<b>Position in school</b>
Chris Bateson	SENCo
Paige Hyde	SENCo Admin

### Inhalers

The person responsible for the supervision and storage (where appropriate) of asthma inhalers is:

<b>Name</b>	<b>Position in school</b>
Alison Keeton, Sharron Staniforth, Susan Parker	Managing Medicines Personnel

## 5.9 Hazard Control

Task	Person Responsible
<p><b>Risk Assessment</b> The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:</p>	Premises Manager
<p><b>Hazard Reporting and Follow up</b> All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by verbal reports should be followed up in writing using the hazard reporting procedure</p>	Using the Every Compliance helpdesk
<p><b>Initiating Risk Assessments of Hazard</b> Identified and any remedial action decided</p>	Premises Manager Business Support Manager

## 5.10 Repairs and Maintenance

Task	Person Responsible
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it by means of a hazard reporting procedure	Premises Manager
Defective furniture should be taken out of use immediately and reported to: (who will arrange for its replacement or repair)	Premises Manager
The person responsible for ordering repairs which are the school's	Premises Manager

## 5.11 Security

### Premises Security

Task	Person Responsible
The person(s) responsible for unlocking and locking the building, arming and disarming security alarms etc	Premises Manager
The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	Premises Manager

### Visitors

Task	Person Responsible
<p>On arrival all visitors should report to Reception, where they will:</p> <ul style="list-style-type: none"> <li>• Sign in using the electronic system</li> </ul>	Office Line Manager Receptionists

<ul style="list-style-type: none"> <li>• Be issued with an identification badge in line with the school policy</li> <li>• Receive relevant health and safety information (<i>copy of emergency procedures should be printed on the reverse of the visitor badge</i>)</li> </ul>	
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found in the Visitor Access Policy.	Visitor Access Policy

## Lone Working

Task	Person Responsible
The person responsible for ensuring risk assessments are prepared and implemented for lone work activities	Curriculum Lead Line Manager

## 5.12 Information, Instruction and Training

### Provision of Information

Task	Person Responsible
The person responsible for distributing all health and safety information received from external bodies	Premises Manager Business Support Manager
New employees will be informed of all relevant health and safety information as part of the induction process	Line Manager Business Support Manager to provide H&S staff booklet
Health and safety documentation will be kept in the Health and Safety manual. The documentation will be maintained.	Kept online. Maintained by Trust and school as necessary
The person responsible for deciding on the appropriate circulation of each item of documentation	Business Support Manager
The Health and Safety notice board is located	Visitor Main Reception

### Health and Safety Training

Task	Person Responsible
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is	Head of Department or Business Support Manager
The person responsible for coordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and employees concerned	CPD Lead Business Support Manager



The person responsible for coordinating the provision of the health and safety training needs of support staff in consultation with their line managers	CPD Lead Business Support Manager
The person responsible for compiling and implementing the school's annual health and safety training plan is	Business Support Manager
The person responsible for reviewing the effectiveness of health and safety training is	Curriculum Lead Business Support Manager
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc. is	Curriculum Leader Senior Technician and Business Support Manager
Employees who feel that they have need for health and safety training of any kind should notify the contact person who is:	CPD Lead Business Support Manager

### **This will include:**

- Health and Safety Policies
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Risk Assessments
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity  
Special Needs of Young Employees (e.g. Work Experience Placements)

## **5.13 Manual Handling of People**

### **Manual Handling of Objects**

<b>Task</b>	<b>Person Responsible</b>
The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Curriculum Leaders and Departmental Managers
The person responsible for the monitoring of the safety of manual handling activities is:	Curriculum Leaders and Departmental Managers

### **Manual Handling of People**

<b>Task</b>	<b>Person Responsible</b>

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment	Curriculum Leaders and Departmental Managers
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## 5.14 Premises

Task	Person Responsible
<b>Asbestos and legionella</b> controls are the responsibilities of:	Premises Manager

## 5.15 Work Equipment

### Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.

### Powered access equipment, mobile access platforms and tower scaffold

Task	Person Responsible
Person responsible for selection, inspection maintenance, training, supervision, safe use and risk assessment is	Premises Manager
Person(s) authorised to operate and use is/are:	Premises Manager
Training must be received from the following person/s:	Premises Manager Delegated Competent Person <i>under no circumstance should equipment be used without required training</i>

## 5.16 Ladders

The use of ladders/step ladders and working at heights is not permitted for staff other than the premises team or staff who have been trained in their use for the purpose of performing planned activities and/or preventative maintenance. Any such ladders should have routine inspections with the inspection being recorded and being available for quality assurance checks.

## 5.17 Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

Task	Person Responsible
The person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in a safe condition	Premises Manager

## 5.18 Equipment Provided for Students with Special Education Needs

<b>Task</b>	<b>Person Responsible</b>
The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition and in good working order on a day to day basis is:	SENCO

## 5.19 Lifts

<b>Task</b>	<b>Person Responsible</b>
The person responsible for ensuring the passenger lifts are inspected and served every six months	Premises Manager

## 5.20 Caretaking, Cleaning and Grounds Maintenance

<b>Task</b>	<b>Person Responsible</b>
General caretaking	Premises Manager
Grounds maintenance	Premises Manager
Cleaning equipment maintenance and inspection	Premises Manager

## 5.21 Science, Laboratory Apparatus Equipment

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader
Person(s) authorised to operate and use is/are	All science department staff

## 5.22 Radioactive Sources

<b>Task</b>	<b>Person Responsible</b>
The Radiation Protection Supervisor	David Matthews
The location of the following records:	Science Department

DFE Permission to purchase letter	Science Prep Room
History of the sources	Science Prep Room
Use log	Science Prep Room
Monitoring/Test records	Science Prep Room
Risk assessments for use	Science Prep Room
CLEAPSS Science Code of Practice	Science Prep Room

### 5.23 Design and Technology Equipment (Resistant and Compliant Materials)

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader
Person(s) responsible for instructing Students in the safe use of equipment before they use it and checking they use it correctly	Technology Teacher
The person responsible for ensuring that all machinery is adequately guarded and that guards are in position when the equipment is in use	Technology Teacher/ Technology Technician
The person responsible for taking out of use any equipment which is inadequately guarded	Technology Teacher/ Technology Technician Contractor

### 5.24 Design and Technology Equipment (Food Technology)

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader
Person(s) responsible for instructing Students in the safe use of equipment before they use it and checking they use it correctly	Technology Teacher
The person responsible for ensuring that temperatures of the refrigerator and freezer are monitored and logged	Technology Teacher/ Technology Technician
The person responsible any deep cleaning is carried out in the food technology area	Technology Teacher/ Technology Technician PFI Contractor
The person responsible for ensuring that hot water supply is sufficient to allow equipment within Food Technology to be cleaned thoroughly, eliminating risk of bacteria.	Premises Manager

## 5.25 Art and Design Equipment (Fine Arts/Ceramics)

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader All trained teaching and support staff

## 5.26 PE Equipment

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader
Person(s) responsible for regular (daily) visual inspection	All PE teaching and support staff
Contractor responsible for annual full inspection and report	Safe Sport

## 5.27 Stage Lighting, Mobile staging and seating

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader
Person(s) authorised to operate and use	Department staff Supervised students and any other persons authorised by the department Premises Manager
Mobile staging and seating	Premises Manager

## 5.28 Pianos, organs and other musical instruments

<b>Task</b>	<b>Person Responsible</b>
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader
Person(s) authorised to operate and use	Department staff Supervised students and any other persons authorised by the department

## 5.29 Portable Electrical Appliances and Hard Wiring

<b>Task</b>	<b>Person Responsible</b>
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded	Premises Manager
Contractor responsible for carrying out formal visual inspection and testing	Patman Testing
Staff must not bring onto the premises any portable electrical appliances unless they have authorisation and the appliances have been portable appliance tested. This includes such items as mobile phone chargers, laptops or other tablets and associated chargers. The person responsible for authorising their use on the premises	Premises Manager
The person responsible for ensuring that the premises hard wiring is periodically checked (5 years)	Premises Manager

## 5.30 Display Screen Equipment Please complete with relevant detail

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations when there is discomfort being raised by the individual. They will be entitled to an eye test where it has been identified on the DSE as required.

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

<b>Employee Name</b>	<b>Position</b>
Support Staff	ALL
Administration team	ALL
Senior Leadership Team	ALL

<b>Task</b>	<b>Person Responsible</b>
The competent (trained) person responsible for carrying out display screen equipment risk assessments	Trust Estates, Health and Safety Lead Business Support Manager
The person responsible for implementing the requirements of the risk assessment	Business Support Manager

### 5.31 Vehicles

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Headteacher or Business Support Manager.

<b>Task</b>	<b>Person Responsible</b>
Person responsible for ensuring the driver has a valid driving license and appropriate insurance (B1) and the vehicle is roadworthy (current MOT) and fitted with suitable seat belts for each passenger.	Business Support Manager
The person responsible for arranging insurance and maintenance	Insurance through Trust policy. Maintenance check of leased vehicle – notified by company. Overseen by Business Support Manager
The person responsible for authorising the use of the school mini bus, ensuring risk assessments are completed, drivers have passed the minibus test and that drivers have passed the MIDAS test	Business Support Manager

### 5.32 Substances and Personal Protective Equipment

#### Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

<b>Department</b>	<b>Person responsible/ location</b>
Science	Senior Technician – Prep Room
Design and Technology (materials)	Senior Technician – Prep Room
Design and Technology (food and textiles)	Senior Technician – Prep Room
Art and Design (Fine Art)	Curriculum Leader
Art and Design (Ceramics)	Curriculum Leader
Caretaking and Cleaning	Premises Manager Cleaning Supervisor
Catering	Taylor Shaw
Grounds maintenance	Premises Manager
Copies of all hazardous substances are held centrally - provided by Science Senior Technician	Curriculum Leader / Senior Technician Paper copies – Science Department and Premises Office Online: T:\Health & Safety\Fire Evacuation

	Procedures\Chemical Stocklist_March 2023
Undertaking and updating of COSHH assessment	Department Technician Premises Manger
Local exhaust ventilation (fume cupboard, dust extraction)	Department Technician Premises Manager

### Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The following staff will be responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out as follows:

Task	Person responsible
Science	Senior Technician
Design and Technology	Senior Technician
Art and Design	Curriculum Leader
Caretaking and Cleaning	Premises Manager Cleaning Supervisor
Catering	Taylor Shaw
Grounds Maintenance	Premises Manager
Laundering of soiled PPE equipment (overall, aprons etc)	Department technician

### Respiratory Protective Equipment

Task	Person responsible
The person responsible for the risk assessment, provision, storage maintenance, inspection, repair and replacement of respiratory protective equipment	<ul style="list-style-type: none"> <li>• Business Support Manager (RA)</li> <li>• Premises Manager (Provision)</li> <li>• Curriculum Leader (ensure use, report and replacement)</li> <li>• Technician (support, maintain, store and notify, repair and inspect.</li> </ul>

## 5.33 Housekeeping and Waste

### Cleaning Arrangements

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Caretaker who will arrange for them to be dealt with.



**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

Advice may be sought from the Trust Health and Safety advisor or the SCC Health and Safety Team.

<b>Task</b>	<b>Person responsible</b>
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter immediately.	Premises Manager

## **Waste Management and Disposal**

<b>Task</b>	<b>Person responsible</b>
Waste will be collected daily	Cleaning/Premises staff
Waste will be stored safely in appropriate sited secure containers and containers are securely locked after emptying to prevent them being moved or set on fire	Premises Manager
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention.	All staff to report to Premises Manager
If rubbish or waste is causing an obstruction staff should inform	Premises Manager
When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Premises Manager
The person responsible for the safe disposal of any <b><i>hazardous substances</i></b> or <b><i>special waste</i></b>	Senior Support Technicians
The person responsible for ensuring the safe and appropriate disposal of any <b><i>clinical waste</i></b>	Premises Manager

All staff are responsible for ensuring the good house-keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

## **5.34 Students Outside School**

### **Educational Visits and Journeys**

<b>Task</b>	<b>Person responsible</b>
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom (this includes all routine visits, overnight stay and Residential visits	Headteacher (authoriser) EVC Coordinator

### **Work Experience**

<b>Task</b>	<b>Person responsible</b>
The person responsible for coordinating work experience placements, ensuring risk assessments are	Headteacher and/or Careers Coordinator

completed, ensuring Students are visited, liaising with work related learning partners	
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### 5.35 Use of Premises Outside School Hours

Task	Person responsible
Coordinating lettings of the premises in accordance with the letting procedure	Lettings Manager
Informing other users of the building of the presence of any hazards which have not been rectified	Lettings Manager
Checking that the letting organisation has Risk assessments and appropriate insurance	Lettings Manager
Checking that the premises are left in reasonable order by other users before locking up	Lettings Manager

### 5.36 Premises Alterations, Contractor and Deliveries

#### Adaptations or Improvements to Premises (Buildings and Grounds)

Task	Person responsible
The person responsible for submitting proposals and ensuring that the relevant Asbestos protocols are completed	Premises Manager / PFI Contractor

#### Contractors

Task	Person responsible
Selecting contractors and vetting contractor health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance	Premises Manager for contractors employed directly by the school. Trust Business Manager for centrally procured contracts

### 5.37 Supplies (Purchasing, Procurement and Deliveries)

The Trust will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards (e.g. PUWER and COSHH regulations). Staff responsible for procurement will work with subject staff and technical support in the school to establish requirements and appropriate suppliers of such equipment and materials. In doing so, reassurances that suppliers can provide any relevant supporting documentation in relation to hazardous substances and materials, must be obtained.

Deliveries of goods will be reported to Premises Team or Finance Administrator who will arrange for them to be taken to the appropriate location.

Name	Role
David Allerton	Premises Manager
Jane Cooney	Finance Administrator

## 5.38 Welfare

### Bullying/Harassment

Task	Role/Location
The school's policy on behaviour (including bullying)	<b>SharePoint.</b> Staff Shared \ POLICIES 2023-2024 \ 2023-24 \ School Level \ Behaviour Policy
Records of bullying incidents and action taken	SIMS pupil records and behaviour log

### Stress

Task	Role/Location
The person responsible for monitoring absence owing to stress related illness	Trust HR Team Business Support Manager

### Noise

Task	Role/Location
Any employee who has concerns regarding the level of noise should report the matter	Trust Infrastructure Manager Business Support Manager

## 5.39 Smoking

Smoking in public buildings is prohibited since the implementation of the Health Act 2005. All staff will be made aware of the law as part of their induction. The Trust also prohibits smoking on any part of its premises including outside areas right up to the boundary of the property. Please see the Trusts' No Smoking Policy.

The policy applies equally to all people who have business in the premises including contractors, employees, Students, parents and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed on the premises at access and egress points.

## 5.40 Inspections (External and Internal)

### Visits and Recommendations of Enforcing Authorities e.g. Health and Safety Executive (HSE), Environmental Health Officer

Task	Role/Location
The person responsible for organising and carrying out termly safety inspections, including planning, inspection and reporting	Trust Health & Safety Lead Business Support Manager
The person responsible for ensuring follow up action on the report	Trust Health & Safety Lead Business Support Manager

Where possible Health and Safety Inspections will be carried out with the Trust health and safety representative. Members of the Governing Body will participate with safety inspections where practicable.

## Management Review

### Audit, Review, Performance Measurement and Action Plan

Task	Role/Location
The person responsible for sending a copy of the school's Health and Safety Statement to the trusts Health and Safety representative within one term of the date of the issuing of this mode	Sheffield City Council
The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school	Trust Health & Safety Lead Business Support Manager
Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement	Cover Manager Business Support Manager Headteacher's PA

## 5.41 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician.

Task	Role/Location
Inventory of portable appliances	Premises Manager
PAT testing Certificates	Premises Manager
Fixed installation test certificate	Premises Manager
Visually checking portable electrical appliances	All staff before use
Arranging the testing of portable appliances	Premises Manager
Ensuring the five yearly checks are carried out on the fixed installation	Premises Manager
Arranging repairs / remedial work	Premises Manager
Showing key members of staff how to isolate the electrical supply in an emergency situation	Premises Manager

## 5.42 Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc.) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Task	Role/Location
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Gas Servicing Certificates	Premises Manager
Arranging the testing and maintenance of gas appliances	Premises Manager
Arranging repairs / remedial work	Premises Manager
Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation	Premises Manager

## 5.43 Substances

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes.

Task	Role/Location
Hazardous substances inventory (cleaning/janitorial substances, science chemicals, glues and paints for art etc)	<ul style="list-style-type: none"> <li>• Science prep room</li> <li>• Technology prep room</li> <li>• Art Dept</li> <li>• Premises Manager Office</li> <li>• Cleaning Supervisor Office</li> <li>• Cleaning Stores</li> </ul>
Hazard Data Sheets	As above
Documented risk assessments	As above

The following members of staff have responsibility for:

Task	Role/Location
Keeping an inventory up to date	Curriculum Leader/Senior Science Technician
Ensuring hazardous data sheets are available	Senior Technician
Making sure that risk assessments are documented	Curriculum Leader
Making sure PPE (where necessary) is provided and worn	Curriculum Leader
Training staff in the safe use and handling of substances	Curriculum Leader
Disposing of surplus substances safely	Curriculum Leader, may delegate to Science Technician.

Premises Manager / PFI Contractors have responsibility in relation to all items listed above for the purposes of operations and management of contractors on the site.

## 5.44 Educational Visits and Off-site Activities

The School complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. We currently use the EVOLVE online approval system which includes the external scrutiny of risk assessments, especially for overnight and overseas trips.

The School has a named Educational Visits co-ordinator who has received the appropriate training and is responsible for:

- Supporting the Headteacher when approving educational visits
- Assessing the competency of leaders and other adults on the visits
- Ensuring that all members of staff receive induction training in the school process for educational visits
- Helping and supporting members of staff with the planning of educational visits including help with risk assessments

The following people have responsibilities for:

Task	Role/Location
Educational visits documentation and risk assessment on Evolve.	Visit Leaders Delegated EVC Coordinator
Ensuring staff receive induction training in educational visits	Delegated EVC Coordinator

The following people have received training and also have received Evolve Training.

Name	Date	Type of Training
Lucy Burns (EVC)	6 Dec 2021	Evolve
Jack Montgomery (acting EVC from Jan 2023)	Jan 2023	Evolve
Linsey Clarke (BSM)	6 Dec 2021	Evolve

## 5.45 Medical Needs

This school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Managing Health Needs and Medicines Policy	<b>SharePoint.</b> Staff Shared \ POLICIES 2023-2024 \ 2023-24 \ Trust Level \ Supporting Pupils with Medical Conditions Policy
Students individual care plans	Reception
Consent Forms	Reception
Asthma Forms	Reception

The following people can administer medicines and have received relevant training:

<b>Name</b>	<b>Date of Training</b>	<b>Type of training i.e. use of epi-pen</b>
Alison Keeton	Dec 2022	Managing Medicines
Sharron Staniforth	Dec 2022	Managing Medicines
Susan Parker	Dec 2022	Managing Medicines

## **5.46 Loaning of PE Footwear to Students**

All staff **must** check footwear prior to issuing and on return by Students that there is no damage or excess wear that may cause injury.

## **5.47 Curriculum Safety**

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate. Available documents related to safety in departments.

<b>Document</b>	<b>Location</b>
CLEAPSS	Science/Technology
AfPE	PE
DATA	Technology
Curriculum Leaders?	Activities

## **Useful Websites**

[www.hse.gov.uk](http://www.hse.gov.uk)

[www.cleapps.org.uk](http://www.cleapps.org.uk)

## **5.48 Staff Wellbeing and Stress**

The health and wellbeing of all members of our staff is considered as part of the school risk assessment process. All members of staff have the opportunity to contribute to the school stress risk assessment. This is reviewed periodically, and the findings shared with staff.

## **6. Monitor and Review**

The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance. The health and wellbeing of all members of our staff is considered as part of the school risk assessment process. All members of staff have the opportunity to contribute to the school stress risk assessment. This is reviewed periodically, and the findings shared with staff.

This policy will be updated bi-annually and will be ratified by the Local Governing Body.

## **7. Equality Impact Assessment**

The Health & Safety policy represents a commitment by Minerva Learning Trust to ensure its standard of health, safety and welfare is provided at all levels of the organisation and ensure that Health and Safety is an integral part of the overall management culture. The policy reflects the legal obligations placed upon Minerva Learning Trust by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.



## Appendix A

Schools First Aid Policy



# First Aid Procedure

<b>Date First Published</b>	May 2020
<b>Version</b>	2
<b>Last Approved</b>	August 2023
<b>Cycle</b>	Annual

## PURPOSE OF GUIDANCE

This guidance is to ensure that procedure is followed and first aid is administered safely, following strict guidelines, and adhering to all first aid standards within the remit of a qualified first aider. This guidance should be followed to ensure the protection of both first aiders and casualties alike in a school setting.

After any first aid occurrence please complete the medical incident booklet in main reception. This is a school requirement. If an Accident Form (Appendix 1) is required, then the first person on the scene must start this procedure and pass the form to Linsey Clarke (BSM).

## FIRST AID PROVISION WITHIN SCHOOL

Refer to the First Aid list (Appendix 2) however staff can be found in these main higher-risk areas:

Science: Andrea Hammond/ Pat Allott

Technology: Debra Mills

PE: Sophie Smith/ Jack Montgomery

Reception: Sharron Staniforth/ Lauren Smith / Laura Mason

Other: Kate Truelove/ Julie Davis/ Jo Kirkham / Michelle Jones

The list of First Aiders will be updated regularly and will also indicate which staff have Diabetes Training (D) Epilepsy (E) or Managing Medicines (MM) see below.

Currently the following staff have Diabetes Training:

Andrea Hammond/ Kate Truelove/ Julie Davis/ Sharon Staniforth/ Alison Keeton/ Aishah Zaffer

Currently the following staff have Epilepsy Training:

Pat Allott / Andrea Hammond/ Sophie Lewis / Debra Mills / Sue Parker / Kate Truelove/

Julie Davis/ Alison Keeton/ Aishah Zaffer

JDD will monitor First Aid Training and arrange refresher/new training when necessary liaising as part of CPD and whole school training days.

## PASSIVE CARE

Some students have conditions where they have an episode (eg Tourettes) where once we have checked the student, and ensured they are OK i.e. with no other first aid needs, or the need to call an ambulance, then we can offer Passive Care.

We will call home for the student to inform parent/carers and record in the medical log. Then we can make the student comfortable and regularly check on them until they are able to go back to class. Any parent/carer wanting their child supervised during this time, will need to come into school themselves to provide this care.

## SHARING OF INFORMATION OF STUDENTS WITH MEDICAL NEEDS

All information will be on SIMS/MINT.

All staff need to be aware of students with specific needs such as Epilepsy or Diabetes for example diabetic students may need to visit the toilet more often, may need to eat a sweet or check their phone for sugar levels.

Students with epilepsy may have "absence" seizures where they seem to drift away and then suddenly come to with no recollection of the past few minutes.

## MANAGING MEDICINE

There are four Managing Medicine trained staff within school:

Heads PA: Alison Keeton

Reception: Sharron Staniforth

Reception: Lauren Smtih

Attendance: Susan Parker

The Managing Medicines team are responsible for all paperwork relating to the managing of medicines within school, the restricted access to the medical cabinet, the dispensing of medicine to students and the validity of any medical supplies/medication kept in school (including diabetic snacks and the defib machine).

## FIRST AID KITS

Can be found in Medical Room, PE Office, Science Prep Room, Technology Department and on the School Mini Bus. Green First Aid bags for trips can be found in the Cover Office. Please ensure that these are checked before you depart that these have adequate supplies.

Supplies can be found in the Cover Office, please take what you need but ensure you inform Cover Manager so that this can be replenished.

Departments are responsible for their own kits; the maintenance, and replenishment of.

## DEFIB MACHINES

One based in Sports Hall and another in Main Reception School Office. Premises Team are responsible for the annual service / check. The Managing Medicine team are responsible for the supplies, i.e.: pads/batteries (and where applicable, surgical razor).

## CARE PLANS

Care Plans are originated by SENCo admin officer and placed in a file in Reception. It is good practice to refer to this when dealing with any incidents.

There is a separate Care Plan file for diabetic students in Reception (to be kept up to date by SENCo admin officer).

Care Plans need to be QA checked and fit for purpose BEFORE issuing school wide.

### FOR A CHILD FEELING GENERALLY UNWELL IN A CLASS SETTING:

Teacher should email [studentsupport@hgsc.co.uk](mailto:studentsupport@hgsc.co.uk) to request First Aid assistance. If using email, the subject line should contain the classroom number. PE teachers may radio directly and any staff with a radio may also radio the request.

Student Support will then attend and call a first aider to the classroom if necessary or direct the student to Reception to be assessed.

Under no circumstances should a child who is bleeding be sent to reception for First Aid. This is for hygiene purposes - to avoid the further spread of blood spots and the need to retrace the child's path to provide cleaning. The same applies to a student who is vomiting profusely

Student Support will then contact Head of Year or ask Reception to contact Head of Year, to ask if student can spend a few minutes to recover and feel better, enabling them to remain in school and continue lessons, or if they should be sent home.

Do not send any students home without checking with Head of Year first, unless the student is obviously ill/injured. In this instance the Head of Year should still be informed as to what is happening.

Please do not send pupils who are feeling unwell directly to Reception or Head of Year offices without prior permission/arrangements.

### FOR ANY BLEED OCCURRENCE WHERE FIRST AID IS REQUIRED:

Under no circumstances should a child who is bleeding be sent to reception for First Aid. This is for hygiene purposes - to avoid the further spread of blood spots and the need to retrace the child's path to provide cleaning.

All bleeding should to be stemmed by applying pressure, using the correct technique.

## ACCIDENTS RESULTING IN THE NEED FOR FIRST AID:

Please use your normal first aid training and knowledge as standard practice, but with the addition of ensuring your own safety, i.e. gloves and a face covering and medical apron when needed (for a bleed occurrence).

If in the instance that a first aider has assessed and an ambulance needs to be called, please call or radio to reception (or send a sensible pupil to reception). The information needed will be:

Child's Name

Child's Tutor

Nature of injury

What has happened

Location

Reception staff will print off the child's details for ambulance/paramedics

Then reception will contact parent/carers accordingly

Please dispose of any used items in the correct way, yellow bags for blood, or bins with liners for gloves and any face covering. In all cases, please ensure you complete the medical incident booklet in reception. If the injury was caused by an accident, you will be required to complete the first aid section with as much detail as possible. Please ask the First aider for advice if you are unsure about this process. The bins will have a liner. This will be disposed of daily by the cleaning team.

## HEAD INJURY NOTIFICATION

If a head injury is involved, first aiders to ensure a "Head Injury Notification" letter is given to the student (Appendix 2)

Ensure that this is written in the medical log.

## GUIDANCE FOR FIRST AIDERS:

If you are called to attend any first aid, please ensure you keep calm and listen carefully to what has happened. Please take time to listen if the pupil or staff member is giving information as this could be vital to your assessment. You will also need to record this in the medical booklet.

## GUIDANCE FOR EXAM SITUATIONS:

During an exam if a pupil is stating illness, they should be escorted to visitor side of reception by an invigilator. Reception staff, if first aid trained, should assess or request first aid support regarding next procedure with pupil.

IF ANY PUPIL LEAVES AN EXAM SITUATION THE EXAMS OFFICER AND HEAD OF YEAR SHOULD BE NOTIFIED ASAP

## Appendix A - First aid and healthcare policy

This policy should be read in conjunction with the policy for supporting students with medical needs.

The health and safety of all members of the school community and visitors to the school is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, Students and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

In addition to this the school recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting Students at their school with medical conditions. This is done through the creation of individual healthcare plans. These will be drawn up in consultation with health and social care professionals, Students and parents to ensure that the needs of children with medical conditions are effectively supported and that no pupil will be excluded from full access to education, including school trips and physical education on the grounds of their medical condition.

The Headteacher and governors will ensure that this policy and all individual healthcare plans will be reviewed regularly and be readily accessible to parents and school staff.

**Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.**

# 1. Roles and responsibility

The Trust Board holds the overall responsibility for ensuring that the school has an up-to-date first aid policy, and effective first aid provision, personnel and equipment in place.

The Headteacher and governing body should ensure that arrangements are in place to support Students with medical conditions and in doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

## **The Headteacher**

The Headteacher is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the headteacher is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

The Headteacher and Paige Hyde SEND Admin Assistant will ensure that all individual healthcare plans are regularly reviewed and remain relevant and up to date. The plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. The headteacher is responsible for ensuring that all staff are aware of the policy for supporting Students with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition.

They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

The Headteacher is responsible for ensuring that the first aid provision in school is up to standard and that any shortfalls in provision are identified and dealt with immediately.

## **First aiders**

The current school first aiders are:



# FIRST AID

## Handsworth Grange Community Sports College Qualified First Aid Staff – September 2023

Name	Where are they?	Expires	Extra	Phone Ext	Type of First Aid
Mrs P Allott	Science Technician	March 2026	E	2238	Full First Aid
Mr J Banks	Drama Teacher	September 2025	D E	2248	Emergency Aid
Mrs J Davis	Cover/Admin Officer	June 2025	D E	2222	Full First Aid
Mrs A Hammond	Senior Science Tech	September 2025	D E	2238	Full First Aid
Mrs M Jones	Cleaning Supervisor	December 2023		2208	Emergency Aid
Ms A Keeton	Headteacher PA	December 2024	D E MM	2206	Managing Medicine
Ms J Kirkham	Pastoral Admin Office	September 2025		2245	Emergency Aid
Ms S Lewis	Family Liasion Officer	November 2025	E	2290	Emergency Aid
Mrs L Mason	EWO	December 2023		2204	Emergency Aid
Mrs D Mills	Technology	December 2023	E	2254	Emergency Aid
Mrs S Parker	Attendance Manager	December 2024	E MM	2203	Managing Medicine
Ms L Phillips	Library Supervisor	July 2026		2251	
Miss C Queen	Music Teacher	September 2024	D E	2228	Emergency Aid
Mrs R Shaw	Art Teacher	September 2025	D E	2246	Emergency Aid
Ms L Smith	Receptionist	December 2025	M M	2201	Full First Aid Managing Medicines
Ms S Smith	PE Teacher	September 2025	E	2267	Emergency Aid
Mr G Spicer	Geography Teacher	September 2025		2247	Emergency Aid
Ms S Staniforth	Clerical Assistant	October 2025 January 2025	D MM	2202	Emergency Aid Managing Medicines
Miss K Truelove	Exam/Data Officer	April 2025	D E	2226	Full First Aid
Mr K Turney	Science Teacher	September 2024	E	2239	Emergency Aid
Miss A Walker	Geography Teacher	September 2024	E	2247	Emergency Aid
Mrs A Zaffer	PSA	December 2023	D E	2236	Emergency Aid Trauma Informed Mindfulness Practitioner

### Key:

D – Diabetes

E – Epilepsy

MM – Managing Medicine/Administering Medicine





There will be at least one first aider on the school site when children are present. Students will be made aware of which members of staff are designated first aiders and, will be notified of any changes to who holds these positions when they occur.

## **School staff**

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's **health and safety policy**, and basic first aid. Staff should:

- Ensure that they are familiar and up to date with the school's first aid policy and standard procedures
- Keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- Ensure that all the correct provisions are assessed and in place before the start of any activity
- Ensure that activities in school that they are supervising, or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury
- Cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- Ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.
- Be aware of the needs of Students with medical conditions that they teach
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- Where appropriate to the needs of the pupil, teachers and other school staff may be asked to provide support, including the administering of medicines for Students with individual healthcare plans. Where this is the case, staff should receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support children with medical conditions
- Staff will not be asked to administer prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). The school recognises that a first aid certificate is not appropriate training in this instance
- A designated member of staff (SEnCo Admin Officer) will be responsible for ensuring that all supply staff and new staff members are fully briefed as to the needs of any pupil with individual healthcare plans which they are likely to encounter.

Volunteers at the school have the same responsibilities for health and safety as any other staff and, will be expected to be familiar with the school's health and safety policy and procedures.

## Students

Students at the school should be familiar with this policy and should ensure that they are aware of who the school staff first aiders are. If they are unsure, they should ask a member of staff. Students can help the school ensure first aid provision is effectively put into practice by:

- Reporting any medical emergencies or incidents to a member of staff immediately;
- Reporting anything that they feel to be a hazard to health and safety on or near the school premises. Taking care for their own safety and the safety of others. Students that put themselves, staff, or any other members of the school community or visitors to the school in danger through reckless behaviour may be dealt with under the school's behaviour policy
- Make sure that staff members are aware of any of their own health conditions or ailments that may require first aid assistance (*for example diabetes, epilepsy*). This is particularly important in circumstances where Students will be travelling off the school premises, for example for a sports match or a school trip
- Where a pupil has a health condition which requires an individual healthcare plan the pupil will be involved wherever practicable in discussions as to their medical support needs and will be required to act in a way which is compliant with the plan
- All Students are expected to act in a way which demonstrates a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow pupil is unwell

## Parents

Parents can help the school maintain effective first aid provision by:

- Alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the school in writing of such circumstances. Where medicine has been prescribed either for a set timescale or as an ongoing provision, the school must be notified in writing. This medicine will be kept in (Reception – medication refrigerator, or Sue Parker's Office in a locked cabinet Name) unless there is a specific reason for the child to have it on them at all times. It is important that parents do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff
- Where their child requires an individual healthcare plan, the parent will be involved in the development and review of the plan. They will be expected to carry out any action which they have agreed to as necessary as a part of its implementation, e.g. provision of medicines and equipment, ensuring that they or a nominated adult are contactable at all times
- Working with the school to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home
- Making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises
- Familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason

## Visitors to the school

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this first aid policy, as well as the school **health and safety policy**.

## 2. First aid boxes

First aid boxes are situated:  
in main reception, PE office, Technology and Science.

First aid boxes should only be used by qualified first aiders and can be used in the time it takes for the emergency services to arrive.

**For off-site activities**, first aid boxes should be taken from main reception and returned back to the same place. These will be taken on any off-site activity and should be signed out and in from reception.

**Where the school has a minibus**, there will be a first aid box permanently kept on board. This must be maintained by one of the persons qualified in managing medicines and should be kept in good condition, ready for use at all times.

## 3. Information on Students

Parents must provide written consent for the administration of first aid and medical treatment by school staff to their child before their child is admitted to the school.

The school takes pupil privacy and confidentiality very seriously. SENCo, SENCO Admin, Head of Year and if applicable, first aid lead, will be responsible for sharing medical information to other staff on a need-to-know basis – for example, ensuring that information regarding pupil allergies is shared with staff taking a class on an off-site trip. Pupil medical records will be kept locked in reception and on SIMS, and will only be accessed by authorised staff.

All staff will be made aware of which Students have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in school the child is.

## 4. Policy for Students with medical conditions that are known to the school

Please see separate policy.

## 5. Managing Medicines on school premises

Please see separate policy.

## 6. Procedure in the event of an accident or injury

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. A first aider should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

### Emergency services

**An ambulance should always be called by staff in the following circumstances:**

- A significant head injury
- Fitting, unconsciousness, or concussion
- Difficulty in breathing and/or chest pains
- A severe allergic reaction
- A severe loss of blood
- Severe burns or scalds
- The possibility of a serious fracture
- In the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the pupil can be easily accessed by emergency services when they arrive.

Students who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

All accidents and injuries must be reported.

## 7. Procedure in the event of contact with blood or other bodily fluid

The school understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other Students and staff:

- Cover any cuts and grazes on their own skin with a waterproof dressing
- Wear suitable disposable gloves when dealing with blood or other bodily fluids
- Wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water
- Wash splashes out of eyes with tap water or an eye wash bottle
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- Record details of the contamination
- Report the incident to a first aider and take medical advice if appropriate. The first aider will then arrange for the proper containment, clear-up and cleansing of the spillage site.

## **8. First aid in the physical education department and off-site provision**

The risk of injury is increased during increased physical activity. It is the responsibility of the head of the physical education department to ensure that first aid boxes in this department are kept fully stocked. All staff in this department should be aware of where these boxes are stored, what should be in them, and appropriate use.

**Signs alerting all members of staff to where these first aid boxes are kept should be displayed within the Sports Hall and/or on a notice board at the entrance to the games hall/PE department.**

**For off-site activities and away fixtures**, first aid boxes will be taken from reception and returned back to the same place. These will be taken on any off-site activity. The first aid boxes within the school's physical education department are for use in school only and should not be removed from the site. This is to ensure that boxes are always where they are expected to be in case of an emergency.

It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host school that there is adequate first aid provision in place. Risk assessments should be carried out. If an accident or injury does occur, first aid should be sought from the host school's first aiders. If the pupil must be given first aid treatment elsewhere, a member of staff from our school should be with them at all times. Where necessary in an emergency situation, Students should be taken to the nearest Accident and Emergency Department.

Injuries that occur off-site should be reported on return to the school.

Where Students have individual healthcare plans, sufficient active support will be provided to permit them to take part within sporting and off-site activities as fully as possible. Students will be encouraged to participate according to their own abilities and reasonable adjustments will be made to ensure that this is practicable. A separate risk assessment will be carried out as appropriate prior to off-site activities and consultation will take place with appropriate parties (Students, parents, health specialists) during this process.

## 9. Reporting accidents, emergencies, and first aid administration

Any first aider who has administered first aid or medication should fill out an **incident report form or immediately send a written statement of events for recording.** These are stored on paper in Reprographics and also online in T:share \ Health & safety \ Accident Reporting \ ... and are used to record **all** incidents, both major and minor on the School online reporting system. Each page is used for a separate incident and stored securely in the BSM office according to the Data Protection Act 1998. All members of staff supervising at the time of the incident should make a separate report. The date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered should be recorded.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school **Health and Safety Policy and Accident Investigation SoP.**

### Serious incidents

Serious incidents will also be recorded and reviewed by Minerva Learning Trust senior leaders. They will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

### Reporting to HSE

The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported through the Sheffield City Council online system.

Sheffield City Council will report to the HSE when necessary. Incidents that need to be reported include but are not limited to:

### Involving staff

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- Work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- Cases of work-related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)

- Certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health)

### **Involving Students, parents, or school visitors**

- Accidents which result in the death of a person that arose out of or in connection with the school's activities.
- Accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital.

### **Incident investigations**

- Accidents that result in more serious injuries may need to be reported to the Health and Safety Executive (HSE). This includes accidents to service users, pupils and members of the public. Contact the Trust Estates Manager, Chief Finance Officer or the CEO for advice, SCC Health, Safety & Wellbeing Team will report to the HSE on your behalf.
- An investigation may be launched by the relevant external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.
- Senior leaders and Minerva Learning central staff may also decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.