



Health and Safety Policy

Policy written June 2018 – Review date July 2027

1. Introduction

Bradford Christian School recognises that every employee, student and visitor is entitled to work in a safe and healthy environment.

The Headteacher and Governing Body will take all appropriate steps to meet statutory requirements, recognised codes of practice and guidance to establish a safe and healthy environment.

The School Business Manager will raise awareness of health and safety issues and encourage good practice in housekeeping and activities.

The Health and Safety Manager will take all reasonable precautions to protect people by reducing risk both on and off the school site through relevant and appropriate risk assessments.

All employees have a duty and responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties are fulfilled.

Prompt and appropriate action will be taken in the event of a hazardous situation, accident or emergency whether on or off site.

2. Roles and Responsibilities

2.1 The Governing Body

The Governing Body will:

- Make itself familiar with appropriate legislation and codes of practice
- Create and monitor a management structure for health and safety
- Ensure an effective and enforceable policy is in place and implemented
- Annually assess the effectiveness of the policy and ensure necessary changes are made
- Ensure safe and healthy working conditions that take account of statutory requirements, codes of practice and guidance
- **Appoint a governor with specific responsibility for health and safety (currently: David Chadwick)**
- **Receive termly health and safety reports from the Headteacher covering:**
 - **Accident and incident statistics and trends**
 - **Outcomes of inspections and audits**

- **Training compliance**
- **Progress on health and safety action plans**
- **Conduct annual health and safety governor visit to review implementation**

2.2 The Headteacher

The Headteacher has responsibility for day-to-day development and implementation of safe working practices for all staff, students and visitors. The Headteacher will take all reasonably practicable steps to ensure the policy is implemented and statutory obligations are fulfilled. The Headteacher has ultimate responsibility but will delegate day-to-day running to the Health and Safety Manager.

The Headteacher will:

- Implement the health and safety policy
- Work in partnership with the Health and Safety Manager to ensure compliance
- Ensure buildings and premises are safe and regularly inspected
- Ensure adequate resources (financial and otherwise) are available
- Ensure enough staff to safely supervise pupils
- Provide adequate training for staff
- Ensure appropriate evacuation procedures are in place and regular fire drills are held
- Ensure all risk assessments are completed and reviewed

2.3 The Health and Safety Manager

The Headteacher will designate an appropriate person as Health and Safety Manager (currently School Business Manager) who will be responsible for day-to-day implementation and be the designated contact with the Health & Safety Executive.

They will:

- Complete termly health and safety tours and ensure concerns are resolved through the maintenance log
- Complete weekly mini tours reviewing class health and safety logs
- Carry out and monitor the building risk assessment annually or when there is a major change
- Appoint responsible persons to co-ordinate actions in the event of a fire
- Ensure suitable arrangements and adequate equipment for emergencies
- Consult with staff on matters of implementation and review
- Take responsibility for conforming to RIDDOR 2013
- Have a system to report and investigate all accidents, injuries and 'near accidents'
- Ensure manufacturers and suppliers provide information on dangerous substances and hazardous processes
- Ensure statutory notices are displayed and relevant registers kept up to date
- **Coordinate DSE assessments and occupational health referrals**
- **Maintain training records and ensure compliance**
- **Manage asbestos register and ensure it's checked before any building work**

2.4 Supervisory Staff

Supervisory staff (Mrs J. Prothero, Mrs H. Pickles, Mrs C. Kershaw, Mrs S Hoskins) will:

- Make themselves familiar with relevant health and safety legislation and codes of practice
- Be directly responsible to the Health and Safety Manager for implementation within their areas
- Take a direct interest in the policy and ensure compliance
- Identify and arrange training for all staff, including induction and retraining as needed
- Work in partnership with the Health and Safety Manager to maintain a culture of health and safety
- **Monitor staff wellbeing and workload**
- **Conduct regular wellbeing conversations with staff**

2.5 All Staff and Volunteers

All staff must:

- Be familiar with the health and safety policy and all safety requirements
- Ensure staff, students, visitors and contractors apply regulations, rules and procedures effectively
- Ensure areas are kept clear and tidy
- Ensure machinery and equipment are in good and safe working order and adequately guarded
- Use correct equipment and tools for the job and any protective equipment or safety devices supplied
- Ensure toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- Report any defects in premises, equipment and facilities to the Health and Safety Manager
- Take an active interest in promoting health and safety and suggest ways of reducing risks
- Take reasonable care of their own and others' health and safety
- Co-operate with employers and carry out activities in accordance with training and instructions
- Complete weekly health and safety inspections of their area where assigned
- **Report work-related stress or health concerns to line manager**
- **Follow lone working procedures when working alone**
- **Not work at height beyond permitted limits without authorisation**

2.6 Pupils and Parents

Pupils and parents are responsible for:

- Following the school's health and safety advice, on-site and off-site
- Reporting any health and safety incidents to a member of staff

3. Training

3.1 Staff Training

All staff will receive induction training covering:

- Site security (including fob handling)
- Fire procedures (including fire extinguishers)
- General health and safety

- **DSE workstation setup**
- **Manual handling basics**
- **Lone working procedures**

Specific staff will receive additional training in:

- Manual handling (refresher every 3 years)
- Working at heights (premises staff only)
- Positive handling (refresher every 2 years)
- Advanced fire training
- First aid (refresher every 3 years)
- **DSE assessor training (School Business Manager)**
- **Violence and aggression management (all teaching staff, annual)**

Training Records:

The School Business Manager maintains all training records including:

- **Date of training and trainer name**
- **Attendees**
- **Topics covered**
- **Date refresher training due**
- **Competency assessments**

3.2 Student Education

The PSHE and Citizenship curriculum will address health and safety and safeguarding issues as appropriate, including risk assessment skills, science safety, online safety, and physical education safety.

4. Key Health and Safety Arrangements

4.1 Safeguarding

Safeguarding is carried out in accordance with 'Keeping Children Safe in Education'. The Designated Safeguarding Lead is Mrs Hannah Pickles and Deputies are Mrs Stephanie Hoskins and Mrs Jane Prothero.

All staff have received 'Keeping Children Safe in Education', the school safeguarding policy, and training on how to report concerns via the MIS system.

4.2 Risk Assessments

Building Risk Assessments:

- Completed annually or when an area changes significantly
- Purpose: identify hazards, assess risks, avoid risks by elimination, control remaining risks
- Weekly safety checks by designated staff reported to Health and Safety Manager
- **Assessments reviewed after any incident or near miss**
- **All assessments stored in Health and Safety folder and accessible to relevant staff**

Trips and Visits:

- Risk assessments must be completed according to Educational Visits Policy guidelines
- **Dynamic risk assessment training provided to all trip leaders**
- **Staffing ratios determined by risk assessment considering nature of trip, pupils' age and maturity**
- **Two staff minimum for Primary trips, three staff minimum for Middle/Upper trips**

Fire Risk Assessment:

- Undertaken in line with Regulatory Reform (Fire Safety) Order 2005 and **Fire Safety (England) Regulations 2022**
- Reviewed annually or when there is a major change
- See separate Fire Safety Policy for full details

Science Risk Assessment:

- General use of science lab
- Use of specific equipment and substances
- Cleapss information in laboratory files maintained by science staff
- Specific experiment risk assessments embedded in lesson material
- Lab available for Year 5 upwards (generally Year 7+)

COSHH (Control of Substances Hazardous to Health):

- All hazardous materials subject to prior assessment
- Comprehensive hazard data assembled
- Control measures through proper storage, elimination/reduction of risk, high supervision standards, PPE issue where appropriate
- Copies of relevant information readily available to users
- **Annual review of COSHH assessments**

PE Risk Assessment:

- Annual PE risk assessment completed
- Only appropriately trained staff offer full range of activities
- Equipment checked before use
- Individual pupils checked for physical/medical ability to participate
- Equipment stored safely to prevent unauthorised access
- Stores arranged to minimise manual handling injuries
- Equipment checked regularly, defective equipment removed
- Pupils made aware of need for their own risk assessments
- Long hair tied back, jewellery removed

Additional Risk Assessments:

- **Working at height (see section 4.11)**
- **Manual handling (see section 4.12)**
- **Lone working (see section 4.13)**
- **Violence and aggression (see section 4.14)**
- **DSE workstations (see section 4.10)**

4.3 Maintenance

Each room has a weekly health and safety file. Designated individuals complete weekly checks and log problems. The Health and Safety Manager collates comments weekly and transfers to the Site Maintenance Log with health and safety markers (1=normal precautions, 2=more care, 3=not to be completed with children present). The caretaker works through jobs with reference to health and safety requirements.

4.4 Break Times

Primary (three breaks daily):

- Do not allow children outside until designated persons on duty are present
- Ensure children wear coats where appropriate
- Two staff on duty at all times
- Injured children **escorted to** designated First Aider **in staff room**
- Indoor breaks: supervised by class teacher or TA

Middle and Upper (two breaks daily):

- **Three staff minimum on duty** (from main school and AP combined)
- Trained first aider on duty administers first aid
- Prefect team assists by ensuring designated areas clear
- Indoor breaks: students in hall supervised by duty staff

Safe Use of Outdoor Equipment:

- Controlled through building risk assessments
- Pupils reminded to respect others' space
- Report faulty equipment immediately via health and safety log

4.5 Fire Safety

Day-to-day responsibility: Health and Safety Manager

The following is in place:

- Evacuation plans in each classroom and communal area
- Fire safety notices with evacuation plans
- Fire safety equipment (extinguishers and blankets) at designated points
- Alarm points checked and maintained regularly
- Fire alarm tested weekly (Fridays 7:00am) from different points
- Emergency lighting tested monthly
- Fire drills once per term with issues noted and acted upon
- Firefighting equipment maintained annually
- **Fire doors inspected every 6 months (March and September)**
- Students, staff and visitors made aware of safety regulations
- Fire risk assessment reviewed annually or when changes occur
- **Floor plans provided to West Yorkshire Fire and Rescue Service**
- All information in fire safety file in Business Manager's office

See separate Fire Safety Policy for full procedures.

4.6 Portable Appliance Testing (PAT)

- Carried out annually during school holidays
- Each staff member responsible for gathering equipment in their area
- All equipment over 1 year old brought into school must be PAT tested
- Staff bringing own equipment must have it tested before use

4.7 Site Security

Staff Signing In/Out:

- Sign in and out using electronic device in reception

Visitor Signing In/Out:

- Includes contract workers, inspectors, visitors from other schools, temporary staff
- Sign in using electronic device in reception
- Wear badge at all times
- Not left alone with students unless relevant DBS checks completed
- Exception: Open days when Y10/Y11 students escort visitors in pairs (students briefed beforehand with agreed alert phrase)
- **Contractors supervised by Health and Safety Manager or suitable staff member during school hours**

Building Security:

- External doors fitted with mag lock security locks
- Released by pressing button inside or opened from outside with key fob
- Each staff member issued with key fob (not to be shared)
- Each class has nominated student who uses class fob
- Staff vigilant regarding site security
- External gates remain closed and locked at all times

Security Rules:

- Don't swap fobs
- Staff, their children, Y11 and Acorn students only allowed in before bell
- Don't let people in behind you—ask who they're seeing and if they have appointment
- Ensure doors close
- Give class fob to students leaving building on errands
- Don't wedge doors open
- Fire: first person to each door presses green emergency release button
- To exit normally: press release button once (5 seconds to push door)
- Report lost fobs to SLT immediately
- Porta-cabins: ensure all fire doors closed when leaving

Beginning and End of Day:

- Staff on duty in big playground from 8:40am

- Gate closed when bell goes
- Late students use main entrance (lateness recorded)
- EYFS small gate open until 9:00am (staff locks at 9:00am)

4.8 Builders and Contractors

- Contractors agree health and safety practices with Headteacher before starting work
- Provide evidence of adequate risk assessment before work begins
- **Hot works require completion of hot works permit, checked and signed off by Health and Safety Manager**
- **All contractors must check asbestos register before starting work**
- **Contractors working outside school hours must have emergency contact numbers and know how to contact emergency services**

4.9 Accident Reporting

All student accidents recorded on MIS. Staff accidents recorded in red accident book (school office). Head injuries reported to parents via email from MIS. Major incidents or "near accidents" reported on incident report form (kept in office).

Health and Safety Manager ensures sufficient certified first-aiders. Appropriate training and refresher training provided and recorded.

First aid supplies at various locations (staff room, AP, Primary classes, kitchen, science lab). Supplies checked monthly by Health and Safety Manager.

RIDDOR Reporting:

Serious injuries must be reported to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

The School Business Manager is responsible for making RIDDOR reports.

Reportable incidents include:

Deaths: All work-related deaths must be reported immediately

Specified Injuries:

- Fractures (except fingers, thumbs, toes)
- Amputations
- Permanent loss/reduction of sight
- Crush injury to head/torso causing damage to brain/internal organs
- Serious burns covering >10% of body or causing significant damage to eyes, respiratory system or vital organs
- Scalping requiring hospital treatment
- Loss of consciousness from head injury or asphyxia
- Injury from enclosed space leading to hypothermia, heat-induced illness, requiring resuscitation or hospital admission >24 hours

Over-7-Day Injuries: Injuries resulting in inability to work for more than 7 consecutive days (not counting day of accident) - must be reported within 15 days

Dangerous Occurrences: Incidents with potential to cause serious harm even if no injury occurred - must be reported immediately

Reporting Process:

1. **Immediate notification** - phone HSE for deaths and specified injuries
2. **Online report** - submit via HSE website within required timeframe
3. **Record keeping** - keep copy for minimum 3 years
4. **Investigation** - investigate all RIDDOR incidents to prevent recurrence

4.10 Display Screen Equipment (DSE)

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992:

DSE User Assessment:

- **Identify DSE users** - staff using computers for continuous periods of an hour or more
- **Conduct workstation assessments** for all DSE users using HSE checklist
- **Review assessments** when users change workstations, experience discomfort, or every 2 years
- **School Business Manager coordinates DSE assessments**

Workstation Requirements:

- **Adjustable chair** with backrest and seat height adjustment
- **Adequate desk space** for equipment and documents
- **Screen** - adjustable, stable image, no glare
- **Keyboard and mouse** - separate from screen, comfortable positioning
- **Adequate lighting** - no glare, blinds available
- **Footrest** available on request

Work Planning:

- DSE users take **regular breaks** - 5-10 minutes per hour away from screen
- **Vary tasks** where possible
- **Report discomfort immediately** to line manager

Eye Tests:

- **DSE users entitled to eye test on request**
- **School pays for basic eye test**
- **School contributes up to £50 towards basic corrective glasses if specifically needed for DSE work**
- **Request eye tests through School Business Manager**

4.11 Working at Height

In accordance with the Work at Height Regulations 2005:

Permitted Work at Height:

Staff may use:

- **Kick stools** (maximum 2 steps) for low-level storage
- **Step ladders** (maximum 4 steps) for displays, accessing storage

Staff must NOT:

- Use furniture to gain height
- Use ladders for extended periods (maximum 30 minutes)
- Overreach or lean to the side
- Work at height alone

Ladder Safety:

- Check before use (no damage, feet secure, locking mechanism works)
- Place on firm, level ground
- Maintain 3 points of contact
- Face ladder when ascending/descending
- Don't carry heavy/bulky items
- Report damaged equipment immediately

High-Level Work:

Only premises manager and caretaker may:

- Use ladders above 4 steps
- Access roofs or high-level areas
- Change high-level light bulbs
- Clear gutters

All high-level work requires risk assessment and appropriate equipment.

4.12 Manual Handling

In accordance with the Manual Handling Operations Regulations 1992:

Avoid Hazardous Manual Handling:

- Use mechanical aids (trolleys, sack trucks, wheeled bins)
- Reorganise work to eliminate heavy lifting
- Order items in smaller quantities

Assess Risks:

- **Manual handling risk assessments** for regular tasks
- Consider: task, load, environment, individual capability
- Review annually or when tasks change

Safe Lifting Technique:

1. **Plan the lift** - clear route?
2. **Position feet** - shoulder-width apart
3. **Adopt good posture** - bend knees, straight back
4. **Get firm grip** - both hands

5. **Keep load close** - arms close to body
6. **Lift smoothly** - using leg muscles
7. **Move feet** - don't twist
8. **Put down carefully** - bend knees

Get Help When:

- Load too heavy (generally >10kg for frequent lifting)
- Load bulky or awkward
- Long distances or stairs
- Health conditions affecting lifting

Pupils should not lift heavy equipment. Pupils helping with tasks must be supervised and instructed in safe techniques.

4.13 Lone Working

Lone Working Situations:

- Premises manager/caretaker outside school hours
- Cleaning staff early morning/evening
- Staff working during holidays
- Staff conducting home visits
- **Staff working in isolated areas**

Control Measures:

For staff working alone in school:

- **Sign in/out** using electronic system
- **Inform someone** of presence
- **Carry mobile phone** with emergency contacts
- **Check in** at agreed intervals
- **Avoid high-risk tasks** when alone
- **Lock external doors**
- **Finish and leave by agreed time**

For home visits:

- **Inform school office** of visit details
- **Carry mobile phone**
- **Risk assess each visit**
- **Don't enter if unsafe**
- **Check in when complete**

4.14 Violence and Aggression

The school has zero tolerance for violence and aggression.

Prevention:

- Train staff in de-escalation and positive behaviour management

- Implement behaviour policies consistently
- Ensure adequate supervision
- Maintain safe environments

De-escalation Strategies:

- Remain calm, speak in calm low voice
- Give person space
- Non-threatening body language
- Listen and acknowledge feelings
- Offer choices
- Call for support if needed

Physical Intervention:

- **Only as last resort** when de-escalation failed and risk of harm
- **Only trained staff** may use physical intervention
- **Minimum force necessary**
- **Recorded immediately** on MIS
- **Parents informed** same day
- **Reviewed** to prevent recurrence

Reporting:

All incidents must be:

- **Recorded on MIS** with full details
- **Reported to Headteacher** immediately
- **Reported to police** if criminal offence
- **Reported under RIDDOR** if results in injury requiring medical treatment or 7+ days off work
- **Investigated** to prevent recurrence

Support for Staff:

- Immediate support from senior leader
- Time to recover if needed
- Occupational health referral if traumatised
- Support to report to police
- Kept informed of actions taken

4.15 Stress and Staff Wellbeing

The school recognises its duty to protect staff mental health and wellbeing.

Preventing Work-Related Stress:

- Ensure reasonable workloads
- Provide adequate resources and support
- Ensure clear roles and responsibilities
- Provide development opportunities
- Foster positive relationships
- Manage change effectively

- Encourage work-life balance

Support Available:

Staff experiencing stress should:

1. **Speak to line manager** or Headteacher in confidence
2. **Access occupational health** - referrals through School Business Manager
3. **Contact Employee Assistance Programme** (if available)
4. **Speak to union representative**

Individual stress risk assessments completed where staff report work-related stress.

4.16 Occupational Health

Pre-Employment Health Checks:

- All new staff complete health questionnaire
- Occupational health referral if concerns identified
- Reasonable adjustments implemented before start date

Occupational Health Referrals:

Staff may be referred when:

- Long-term sickness absence (4+ weeks)
- Frequent short-term absences
- Disability or health condition affecting work
- Work-related stress
- Pregnancy-related health issues
- Returning from serious illness/injury

Referral Process:

1. Request through School Business Manager
2. Consent obtained
3. Referral form completed
4. Appointment arranged
5. Report received with recommendations
6. Recommendations implemented
7. Review effectiveness

Medical information kept confidential. Only relevant information shared with line managers.

4.17 Medication

In accordance with Medication and Intimate Care Policy:

- No general contractual requirement for staff to administer medication
- Only qualified first aiders or appropriately trained staff administer medication
- Suitable records kept (medication received and issued)
- Annual audit by Business Manager

- Medications stored in locked cabinet/cupboard in medical room, AP, EYFS or fridge in staffroom
- All medications suitably labelled

Paracetamol (Middle/Upper School):

- Annual parental permission sought
- Administration recorded on MIS (notifies parents)

4.18 Personal Protective Equipment (PPE)

PPE issued when processes present hazards that cannot be satisfactorily controlled by other means.

Eye Protection:

- Worn when risk of injury exists
- Required for: using/dispensing liquids that could cause injury, breaking/cutting/dressing stone/metal/glass, processes producing fine particles, work with sharp pointed materials
- Must conform to EC standards

Gloves:

- Rubber gloves for washing in hot water or using cleaning agents
- Kitchen staff have access to variety of gloves
- Ribbed gloves for handling sharp or abrasive objects

Protective Clothing:

- Appropriate protective clothing for activities with entanglement risk, harmful liquid spillages, or high temperatures
- Aprons/overalls for food activities
- Water resistant materials (PVC) for wet processes
- Children's aprons/overalls cleaned regularly (class teacher responsibility)
- Lab coats provided in science lab
- Protective shoes for premises manager and caretaking staff when lifting/moving heavy items

All staff and pupils trained in correct selection, wearing and use of PPE.

4.19 Minibus Use

Checked weekly by school caretaker.

Driver Requirements:

Drivers must:

- Have current driving licence **with category D1 (minibus) entitlement or grandfather rights**
- **Have no at-fault accidents in past 5 years** (checked annually through self-declaration and licence check)

- Be aged 25+
- **Not be disqualified or have endorsements that would make them unsuitable**

Driving Licence Checks:

- **All drivers provide licence for checking before first journey**
- **Licences re-checked annually** (online DVLA check or photocopy)
- **School Business Manager maintains record** of driver checks
- **Drivers must inform school immediately** of any changes to licence status

Journey Requirements:

- One person per seat
- Seat belts worn by all at all times
- **Driver follows GB domestic drivers' hours rules**
- **Two staff minimum for Primary trips, three staff minimum for Middle/Upper trips**
- Qualified first aider must accompany passengers
- First aid kit carried on bus

GB Domestic Drivers' Hours Rules:

- **Maximum driving time:** 10 hours per day
- **Maximum duty time:** 16 hours per day (including breaks)
- **Continuous driving:** Maximum 5.5 hours before 30-minute break
- **Daily rest:** Minimum 10 hours between working days
- **Weekly rest:** Minimum 24 hours in any 2 consecutive weeks

4.20 Performances and Events

For events involving members of the public:

- Establish specific health and safety requirements
- Act on appropriate recommendations
- Carry out suitable and sufficient risk assessment

Video and photography subject to safeguarding policy. Teachers aware of pupils not to be photographed (information gathered annually, kept on school intranet).

4.21 Control of Legionella

Control measures to reduce risk:

- Avoid water temperatures between 20°C and 45°C
- Avoid water stagnation
- Avoid materials that harbour bacteria
- Control release of water spray
- Maintain cleanliness of system and water
- Ensure safe operation and maintenance

Annual water supply test for legionella bacteria. Log maintained detailing monthly temperature checks, weekly flush of little-used outlets, quarterly sterilisation of shower heads. Retained minimum 5 years.

4.22 Gas Testing

All gas appliances tested annually by external contractor in accordance with Gas Safety (Installation and Use) Regulations 1998. Safety checks retained minimum 2 years in Health and Safety folder.

4.23 Asbestos Register & Management Plan

In accordance with Control of Asbestos Regulations 2012:

The school has:

- **Conducted asbestos survey** to identify presence and location of asbestos-containing materials (ACMs)
- **Created asbestos register** showing location, type, condition and risk rating of all known or suspected ACMs
- **Developed asbestos management plan** setting out how ACMs will be managed

Asbestos Register:

- Held in Health and Safety file in School Business Manager's office
- **Map showing locations** of ACMs displayed in office
- Notices posted at accessible locations indicating possible presence of asbestos
- Access to areas containing ACMs restricted where possible

Management Arrangements:

- **Annual management review** of asbestos register and management plan
- **Visual inspections** of accessible ACMs every 6-12 months to check for damage
- **Inspection log** maintained
- **Any damage reported immediately** to School Business Manager

Before Any Work on Building:

Anyone carrying out work must:

1. **Check asbestos register** before starting
2. **Confirm with School Business Manager** that work won't disturb ACMs
3. **Stop work immediately** if suspected ACMs discovered
4. **Not disturb ACMs** under any circumstances

Accidental Disturbance:

If ACMs accidentally disturbed:

1. **Stop work immediately**
2. **Evacuate area** and prevent access
3. **Inform School Business Manager immediately**
4. **Contact licensed asbestos removal contractor**
5. **Report to HSE** if significant release
6. **Investigate and update register**

Only licensed contractors may remove or repair ACMs.

4.24 Fixed Wire Testing

Carried out every 5 years during school holiday by external contractor. Test certificate kept in health and safety folder.

4.25 Natasha's Law (Food Allergen Information)

PPDS (pre-packed for direct sale) food includes:

- Food packaged by school (e.g., sandwiches)
- Food wrapped/packaged before customer selects
- Potted items with lids

In our school: Products sold at tuck shop at morning break to older students

14 Allergens to be declared: Celery, cereals/bread containing gluten and wheat, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame seeds, soybeans, sulphur dioxide and sulphites (>10mg/kg)

We will:

- Provide allergen list on website for lunch and break time food
- Make lists available at serving hatch
- Ensure kitchen staff aware of responsibility to provide correct allergen information

Parents: Recommended to label any food potentially containing allergens prepared for school events.

4.26 Consultation with Staff

In accordance with the Health and Safety at Work Act 1974, the school consults with employees on health and safety matters.

Consultation Methods:

- **Termly health and safety meetings** - open to all staff, minutes recorded
- **Staff surveys** on health and safety concerns
- **Weekly health and safety logs** - reviewed by Health and Safety Manager
- **Staff briefings** on new risks or procedures
- **Union representatives** where staff are union members

Topics for Consultation:

- Changes to procedures
- New equipment or substances
- Training needs
- Risk assessments
- Selection of equipment
- Performance and improvement plans

Health and Safety Representatives:

- **Union-appointed safety representatives** (where applicable)
- **Staff-elected representatives** (if no union representation)
- Given paid time off for training and duties

5. Monitoring and Review

Monitoring Arrangements:

Daily/Weekly:

- Staff complete weekly health and safety checks
- Health and Safety Manager reviews logs and addresses concerns

Monthly:

- Health and Safety Manager conducts premises inspection
- Review of accident and incident data
- Fire alarm testing and equipment checks

Termly:

- Comprehensive health and safety tour
- Health and safety report to governors
- Fire drills
- Review of training compliance

Annually:

- Full policy review
- Building risk assessment review
- Fire risk assessment review
- Review of all specific risk assessments
- External contractor testing (PAT, gas, legionella, etc.)
- Health and safety governor visit
- Staff health and safety survey

Auditing:

- **Internal health and safety audit** annually using HSE checklist
- **External health and safety audit** every 3 years
- **Action plans** developed with timescales and responsibilities
- **Progress monitored** by governors

Accident Analysis:

- **Analyse data termly** to identify trends
- **Report findings** to SLT and governors
- **Implement preventative measures**
- **Compare performance** year-on-year

6. Related Policies

This policy should be read alongside:

- Fire Policy
- Safeguarding and Child Protection Policy
- Building Risk Assessment
- Fire Risk Assessment
- Educational Trips Policy
- PE Risk Assessment
- First Aid Policy
- Medication and Intimate Care Policy
- Overarching Risk Assessment Policy
- Science Risk Assessment

7. Legislation and Guidance

This policy complies with:

- **Health and Safety at Work Act 1974** - General duties to ensure safety
- **Management of Health and Safety at Work Regulations 1999** - Requires risk assessments and emergency procedures
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** - Reporting requirements
- **Regulatory Reform (Fire Safety) Order 2005** - Fire safety duties
- **Fire Safety (England) Regulations 2022** - Floor plans and fire door checks
- **Building Safety Act 2022** - Building safety management
- **PPE at Work Regulations 2022** - PPE provision and maintenance
- **Control of Substances Hazardous to Health Regulations 2002** - COSHH assessments
- **Gas Safety (Installation and Use) Regulations 1998** - Gas appliance testing
- **Control of Asbestos Regulations 2012** - Asbestos management
- **Control of Legionella Bacteria in Water Systems ACOP L8** - Legionella control
- **Health and Safety (Display Screen Equipment) Regulations 1992** - DSE requirements
- **Work at Height Regulations 2005** - Working at height safety
- **Manual Handling Operations Regulations 1992** - Manual handling requirements

Guidance referenced:

- DfE advice on health and safety in schools
- Keeping Children Safe in Education (latest iteration)

This policy is published on our school website and is available on request from the school office.

8. Version Control

Date of Adoption of this Policy	
Date of last review of this policy	July 2025
Date of next review of this policy	July 2027

Policy Owner (SLT)	Hannah Pickles
Policy Owner (Governors)	David Chadwick

Awaiting Governor ratification

APPENDIX 1

Assessment of risk for COSHH

Step 1	Assess the risk	Assess the risks to health from hazardous substances
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		used in or created in the work place
Step 2	Decide what precautions are needed	Do not carry out work that could expose employees to hazardous substances without first considering the risk and the necessary precautions
Step 3	Prevent or adequately control exposure	Prevent exposure to hazardous substances. Where preventing exposure is not reasonably practical then adequate control measures need to be in place
Step 4	Ensure that control measures are used and maintained	Ensure that control measures are used and maintained properly and that safety procedures are followed
Step 5	Monitor the exposure	Monitor the exposure of employees to hazardous substances
Step 6	Carry out appropriate health surveillance	Carry out appropriate health surveillance where assessment has shown this is necessary, or where COSHH sets specific requirements
Step 7	Prepare plans and procedures to deal with accidents, incidents and emergencies	Prepare plans and procedures to deal with accidents, incidents and emergencies where necessary
Step 8	Ensure employees are properly informed, trained and supervised	Provide employees with suitable and sufficient information, instruction and training

