



CITY OF BIRMINGHAM EDUCATION DEPARTMENT

**BASKERVILLE SCHOOL**

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# **HEALTH AND SAFETY POLICY**

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**BASKERVILLE SCHOOL**  
**Health & Safety Policy**  
**Date Reviewed:** August 2025  
**Next Review:** August 2026

## **1. AIMS**

- To provide a safe and healthy working and learning environment for staff, students, and visitors.
- To identify and evaluate risk control measures in accordance with current legislation and best practice.
- To establish emergency procedures that comply with the latest regulatory requirements.
- To establish comprehensive reporting systems aligned with current RIDDOR requirements.
- To ensure that all staff are aware of their individual responsibilities in relation to health and safety.
- To provide supervision, training and instruction so that all staff and students can carry out activities in a healthy and safe manner.
- To actively promote mental health and wellbeing, recognising stress as a significant health and safety issue in accordance with current guidance.
- To ensure compliance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

## **2. ORGANISATION AND RESPONSIBILITIES**

### **2.1 Governing Body**

Governors are responsible for the strategic overview of health and safety including ensuring full implementation of the School's Health and Safety at Work Policy. This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.

The Governors consider the best means of developing and progressing this policy is to nominate a Governor to monitor health and safety. The role of the monitoring Governor will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. The monitoring Governor, in conjunction with the Safety Co-ordinator, will:

- Identify and develop practicable arrangements for health and safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with accident reporting requirements
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety to the immediate attention of the Chair of Governors

Health and safety will be an agenda item at each meeting of the Governing Board.

### **2.2 Supervisory School Staff**

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge. They will carry out and/or assist in the process of undertaking suitable and sufficient risk assessments of the risks to health and safety arising out of or in connection with

their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others and will inspect their designated area of responsibility at periodic intervals.

### **2.3 Head Teacher**

The Governors charge the Head Teacher, Jackie Smith, with the day-to-day responsibility of managing and enforcing Baskerville School Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy. The School Business Manager will assume these responsibilities in the absence of the Head Teacher.

### **2.4 Health and Safety Co-ordinator**

The School Business Manager is appointed by the Head Teacher to assist in the day-to-day implementation of the school safety plan. As Safety Co-ordinator, their role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. The Safety Co-ordinator will provide/arrange assistance and support to relevant staff to ensure that risk assessments are carried out and meet current standards.

The Safety Co-ordinator will endeavour to keep up to date with safety regulations and through the Governing Board initiate steps that ensure arrangements for health and safety at Baskerville School conform to both current regulations and best-known practice.

### **2.5 Classroom Teachers**

Teachers will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with the Safety Co-ordinator.

Where significant hazards are identified, a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions such as restricting exposure to the hazard before reporting the matter to the Safety Co-ordinator.

Teachers also have a common law duty when in charge of pupils to take the same care of them as they would as a parent.

### **2.6 Building Services Supervisor (BSS)**

The BSS, Judy Brady, has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This includes undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher.

The BSS is responsible for the supervision of cleaning staff, materials and any equipment they use. They will be responsible for undertaking/assisting in the risk

assessment process in matters relating to their work and that of other members of staff within their sphere of work. This includes responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

The BSS will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Safety Co-ordinator. In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised.

## **2.7 All Other Staff**

All staff have a statutory duty to co-operate with the school's managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

Employees must take reasonable care of their own health and safety and that of others who may be affected by what they do at work, co-operate with their employers on health and safety matters, do their work in accordance with training and instructions, and inform the employer of any work situation representing a serious and immediate danger.

## **3. ARRANGEMENTS**

### **3.1 Education Safety Services Policies for Safety**

Useful information, guidance and policies can be viewed on the school's internal network for staff. Additional information may be found on the School's HR SAP System. Carl Bust is the school's designated Safety Advisor who can be contacted directly for support and advice on 07500 125378, or call Safety Services on 675 0364, or email [schoolsafety@birmingham.gov.uk](mailto:schoolsafety@birmingham.gov.uk)

### **3.2 Staff Induction**

All staff are assigned a mentor who guides them through the induction process. Schools must ensure that staff receive information and training about health and safety, including how to assess risks specific for their job and how to meet their roles and responsibilities identified within the health and safety policy.

### **3.3 Fire Safety**

The Safety Co-ordinator will ensure a comprehensive fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and procedures to be followed in the event of a fire emergency.

The fire risk assessment will be reviewed annually or in the event of change, and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. All documentation including records of fire drills and equipment tests will be retained in a Fire Safety Log in the BSS office.

### **Fire and Emergency Evacuation Procedures**

The emergency evacuation procedures are documented and displayed at strategic areas in all school buildings identifying the nearest exit and the assembly point.

Fire drills are held at least termly for all buildings and to cover all shifts. These fire drills are recorded, and any issues are investigated.

Annual checks are made to monitor the condition of all fire prevention equipment. Weekly checks are made on the fire alarm system in accordance with BS 5839-1:2025 standards.

### **Building Bulletin 100 Compliance**

Building work at all schools must comply with building regulations enforced by local building-control bodies. Building Bulletin 100: design for fire safety in schools is the normal means of compliance with building regulations for fire safety design in new school buildings.

### **3.4 Safeguarding/Security**

The school undertakes an annual review of security in accordance with current school and college security guidance. Findings will be recorded and progressed onto an action plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Safety Co-ordinator. The school maintains compliance with Keeping Children Safe in Education 2025 requirements, including:

- Updated safeguarding arrangements for alternative provision
- Enhanced online safety measures covering misinformation, disinformation and conspiracy theories
- Compliance with artificial intelligence guidance in education settings
- Updated attendance monitoring requirements

### **3.5 Supporting Pupils at School with Medical Needs**

The Governing Body ensures that policies comply fully with current Statutory Guidance. This policy incorporates arrangements requiring that steps are taken to identify any consequential health and safety risk to staff or pupils in the support provided for pupils with medical needs.

Training will be provided for staff who volunteer to administer medication and for staff who volunteer to witness the administration of medication. Training will also be provided for management of specific medical conditions including asthma, epilepsy and diabetes.

### **3.6 Safety Training**

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

Staff whose work involves a greater element of risk will need extra or specific training in areas such as:

- Using industrial machinery
- Managing asbestos
- Having responsibility for the storage and accountability for potentially hazardous materials

### **3.7 Premises Safety Sweeps**

Continuous premises safety sweeps will be carried out by the BSS so that physical type hazards are identified as soon as possible. Findings will be recorded in the job logbook kept in reception.

The job book will be monitored by the monitoring Governor and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

### **3.8 Play Area and Grounds Safety Sweeps**

Continuous safety sweeps will be carried out by the BSS on playgrounds and grounds with findings recorded on a checklist every term. Staff are reminded to report any issues immediately in the job logbook.

### **3.9 Working at Height**

Managers and Teachers must not instruct staff under their charge to undertake any 'work at height' tasks unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Closer supervision must be exercised when asking vulnerable persons to undertake 'work at height' tasks, including young persons, student placements and new or expectant mothers.

Work at height tasks may include:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

The BSS will approve a plan for working at height before the task is carried out, which will be passed to the Safety Co-ordinator for signature before commencing the task. All access equipment will be fully inspected every 6 months by the BSS with records retained.

### **3.10 External Educational Visits**

Arron Alderton, Assistant Head Teacher, has been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned with detailed arrangements recorded, including necessary risk assessments.

Additional EVCs appointed:

All educational visits must comply with health and safety on educational visits guidance.

### **3.11 Stress/Well-being and Mental Health**

The growing recognition of mental health as a critical component of workplace safety is influencing legislative priorities. The school will endeavour to support any member of staff experiencing anxiety or stress, maintaining strict always need-to-know confidentiality.

Any member of staff who considers their well-being is being compromised due to work-related pressures are encouraged to raise concerns with the School Business Manager, who will, if necessary, seek external advice from Definitely HR.

The school adopts current Mental Health & Well-Being Policy Guidance. Support for staff is provided through the 'Help' Employee Assistance and Staff Care programme.

### **3.12 First Aid**

Appropriate numbers of staff have undertaken the full 'First Aid at Work' training course and have been appointed as first-aiders. The CPD coordinator ensures the school has the appropriate number of appointed persons.

The school provides periodic awareness training for all staff. First aid kits are sited in designated rooms with a list available in the main office (205). These are checked and refilled at regular intervals by J Brady (BSS).

### **3.13 Accident Reporting and Investigation**

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

Accidents involving pupils will be recorded and kept in the main office including an entry into a First Aid treatment book. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to Education

### **Safety Services.**

All accidents involving staff must be reported and recorded on the Accident A1 form and sent to Education Safety Services.

All A1 accidents will be investigated by Lorna Bennett, Director of Support Services, to establish facts. Where necessary the risk assessment and procedures will be reviewed with appropriate recommendations made to prevent reoccurrence.

### **3.14 Key Building Duty Holders**

The building duty holders for Baskerville School are:

**Fire:** Judy Brady

**Asbestos:** Judy Brady

**Legionella:** Judy Brady

**Statutory Testing:** Judy Brady

### **3.15 Statutory Testing**

Schools are responsible for managing significant elements of building maintenance including statutory testing on various items of plant and equipment at appropriate frequencies.

Failure to comply contravenes Health & Safety legislation and may result in fine or imprisonment of the offender.

This arrangement will be closely monitored by Judy Brady, Building Services Supervisor, to ensure test results are entered into the Property Logbook.

### **3.16 Asbestos Management**

Duties around asbestos management remain unchanged and are set out in law by HSE under the Control of Asbestos Regulations 2012. 81% of schools in England still contain asbestos, making effective management critical.

The duty holder must:

- Take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- Make and keep up to date a record of the location and condition of asbestos-containing materials
- Assess the risk of anyone being exposed to fibres from the materials identified
- Prepare a detailed plan setting out how risks from these materials will be managed
- Take necessary steps to put the plan into action

The Asbestos Management Survey has been consulted and a management plan developed. Members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised by the Duty Holder.

Contractors will be made aware of the Asbestos Management Survey and this policy. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

A 'Permit to Work' system will be employed before any disturbance of the building fabric.

The asbestos management arrangement will be reviewed annually by the Governing Board. The Duty Holder responsible for strict enforcement is the Head Teacher and in their absence the Director of Support Services.

### **3.17 Substances Hazardous to Health (COSHH)**

Where harmful substances are used in classrooms, these will be used in accordance with manufacturers' safety advice and stored away from pupils.

The school is a member of CLEAPSS. Aaron Alderton, Faculty Leader for Science, audits practice within the department against guidance regarding safe use, storage and disposal of chemicals and produces risk assessments for specific practical activities.

All cleaning chemicals will be used and stored to comply with suppliers' Safety Data Sheets and subjected to detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002.

### **3.18 Electrical Equipment**

All electrical equipment used in school must be authorised for use. In addition to Statutory Portable Appliance Testing, staff are reminded to regularly carry out visual inspections of electrical equipment and should any defects be identified, they **must** stop using the equipment and bring concerns to the immediate attention of the BSS.

### **3.19 Tools and Equipment**

The facilities maintain a record of all specialist tools and equipment used in classrooms. Where required this log will record an inspection regime as required. All equipment will be properly stored to ensure no unauthorised or unsupervised use where there is a risk of harm. Only rounded blunt scissors will be used by pupils.

### **3.20 Visitors and Contractors**

All visitors to the school must sign in at reception. All staff and visitors will be vetted in accordance with the Safer Recruitment Policy and in line with Keeping Children Safe in Education 2025.

Contractors must report to the school office who will contact the BSS to ensure appropriate Contractor School Rules and/or Contractor Risk Assessment completion for larger jobs.

### **3.21 Vehicle/Pedestrian Traffic**

A risk assessment will be undertaken by the BSS to identify critical periods where there is significant risk of accident involving vehicles moving on site. Control measures identified must be adhered to.

The three school minibuses are leased with a maintenance agreement for 6-weekly safety checks undertaken during school holidays. Drivers are authorised by the



Director of Support Services and required to undertake MIDAS driver training courses.

### **3.22 Holiday Shut Down**

Where deep cleans and refurbishment work are undertaken during holidays, the BSS will ensure staff members and contractors have undertaken risk assessments to identify potentially hazardous tasks and put control measures in place to ensure safe working practices.

### **3.23 Public Health Incidents and Infection Control**

Schools must comply with health and safety law and put in place proportionate control measures for public health incidents. Schools must regularly review and update their risk assessments, treating them as 'living documents'.

The school follows a hierarchy of controls:

1. **Elimination:** Stop non-essential activities with attached risks
2. **Substitution:** Replace activities with lower-risk alternatives
3. **Engineering controls:** Design measures that help control or mitigate risk
4. **Administrative controls:** Implement procedures to improve safety
5. **Personal protective equipment:** Used in line with UK Health Security Agency guidance

### **3.24 Online Safety and Digital Wellbeing**

In accordance with Keeping Children Safe in Education 2025, the school addresses online safety risks including:

- Misinformation, disinformation and conspiracy theories as safeguarding harms
- Compliance with filtering and monitoring standards
- Cybersecurity measures to protect against digital threats
- Safe use of artificial intelligence tools in education

### **3.25 Safety Audit Arrangements**

The Governor with responsibility for safeguarding will audit health and safety policies and procedures within the school on at least an annual basis and report their findings to the Governing Board.

### **3.26 Policy Review Date**

This policy will be reviewed annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to the attention of staff at the earliest possible opportunity.

**Next review date: August 2026**

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*This policy has been updated to reflect current legislation including the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Keeping Children Safe in Education 2025, Fire Safety regulations 2022-2025, Control of Asbestos Regulations 2012, and all other relevant current health and safety legislation and guidance.*