



# Health and Safety Policy

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## **POLICY STATEMENT**

The management of Health and Safety is regarded as being of the utmost importance for all pupils, staff, and visitors to the school. Therefore, the School recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations and so far as is reasonably practicable, to achieve zero work related fatalities, as well as an incident and injury free environment. The School will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- providing and maintaining plant and equipment and systems of work that are safe and without risks to health
- making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- providing such information, instruction, training, and supervision as is necessary to ensure the health and safety at work of employees and pupils and visitors
- maintaining any place of work under the School's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks
- the provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work
- providing such protective equipment as is necessary for the health and safety at work of employees and pupils
- the encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the school should take with them an attitude of mind which accepts good health and safety practice as normal
- striving to monitor the effectiveness of health and safety provisions within the school
- keeping the School Health and Safety Policy under at least annual review to support the School's policy of continuous improvement and to duly publish any amendments.

## **ORGANISATION**

The overall responsibility for Health and Safety lies with the Local Authority as the employer.

At school level the duties and responsibilities have been assigned to staff and governors as detailed below.

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

The Governing Body is responsible for ensuring health and safety management systems are in place and effective.

A Health & Safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher or other nominated member of staff to enable them to provide and prioritise resources for health and safety issues.

### **Responsibilities of the Headteacher**

Overall responsibility for the day to day management of health and safety in accordance with rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns or issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant, and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the school's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, and training.

- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

### **Responsibilities of other staff holding posts of special responsibility**

The School Business Manager or Office Manager will assist the Headteacher to fulfil school safety responsibilities by performing the following duties:

- attempt to resolve daily health and safety problems any member of staff may raise and refer to the of Headteacher any problem for which there is not a satisfactory solution within the resources available
- will ensure that safety inspections are conducted within the school premises and to consider the resource implications of any findings
- should arrange for staff training and information to avoid hazards and to contribute positively to their own safety and health at work. Also, to communicate health and safety information received to appropriate people. This role should also ensure staff receive health and safety induction training
- notify the Headteacher of changes or additions to plant, equipment, and machinery
- ensure that staff implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion.

The Caretaker will:

The school Caretaker has a crucial role in ensuring specific safety hazards are managed. The safety functions of the Caretaker include:

- weekly fire call point checks and maintaining records
- monthly emergency lighting checks and maintaining records
- weekly flushing of little used water outlets in accordance with the Legionella Risk Assessment
- termly testing of fire alarm as part of fire evacuation drill
- a daily walk through of the school site to identify overnight hazards to

staff and pupils. This check is to include a check of the outdoor play equipment. Any findings must be reported to the Business Manager/Office Manager

- gritting during icy weather so that a safe access route into and out of school is maintained
- inspect ladders 6-monthly and maintain ladder register
- any other specifics for the site.

### **Class Teachers and Education Support Staff**

The safety of pupils and visitors in the school and on educational visits is the responsibility of the class teacher and their assistants. Their main functions are:

- day-to-day management of health and safety in accordance with the health and safety policy,
- checking classrooms/work areas are safe (e.g. no trip hazards etc.)
- checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use
- ensuring safe procedures are followed and that emergency procedures are understood
- ensuring protective equipment is available and used, when needed
- participating in inspections and supporting health and safety initiatives, if appropriate
- bringing problems to the relevant manager's attention and to propose appropriate recommendations to improve safety
- integrating all relevant aspects of safety into the teaching process and if necessary, give specific lessons on safety
- reporting any health and safety concerns to the Business Manager as soon as the concern is realised.

### **Pupils**

Pupils are expected to:

- understand and exercise personal responsibility for safety of themselves and others
- observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear and the preclusion of unsuitable jewellery etc.)
- understand and observe the safety rules of the school and, in particular, the instructions of staff given in an emergency

- not to deliberately misuse, neglect or interfere with items provided for safety.

## **ARRANGEMENTS**

The school recognises the importance that effective 2-way communication has to play in achieving high standards of health and safety. Therefore, health and safety may be raised during staff meetings by any staff member. Also, the Headteacher has an open door policy for all members of the school who wish to discuss health and safety concerns. Where safety issues are considered to be of sufficient concern, the Headteacher will notify the Governing Body.

## **Asbestos**

The school has an asbestos register and must ensure that:

- the Management of Asbestos Policy is followed
- it manages asbestos in the workplace and premises, including the identification and marking of known asbestos containing materials and locations (maintaining the asbestos register)
- continual monitoring of the condition of known asbestos in the workplace/premises, including the removal or encapsulation of damaged or unsealed asbestos etc. is maintained
- when asbestos removals are to take place ensuring that all work is undertaken and carried out by competent persons, using only licensed Asbestos Removal Contractors.
- Records of Asbestos to remain at the school.

## **Accident Reporting**

Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them using the forms available in the School Room.

## **Accidents to pupils and other non-employees (members of public / visitors to site etc.)**

A local accident book is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to PCC.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.

- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher and the Governing Body/ Health and Safety Governor. Parents/carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) and PCC.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays).

### **First Aid**

The school must carry out a first aid needs analysis to identify cover required, including early years and off-site visits.

First aid posts will be established in the school, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees (and pupils if suitable). They will be suitably stocked at all times.

The school's first aiders are displayed in the school office.

The person responsible for the first aid boxes will ensure, where reasonably practicable, that it is fully equipped at all times.

Only qualified persons should carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the school's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981.

Serious cases of injury should receive qualified medical attention.

## **Fire Safety**

The school must have a suitable and sufficient Fire Risk Assessment and any remedial actions necessary will be carried out according to priorities and within the timescales recommended. This will be reviewed regularly and updated whenever any major changes in structure or key personnel take place.

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the School has employed a no-smoking ban on site.

As preventative measures can never be fool proof, reactive measures are also important and include:

- physical measures - fire doors, smoke detectors, alarm systems and firefighting equipment. These will be provided, tested, and maintained as necessary. The extinguishers/alarm/detectors will be checked and maintained every 6-12 months under a service level agreement, the remaining fire precaution measures will be checked and maintained by the school Caretaker and recorded in the Fire Logbook
- detailed information about fire evacuation procedures is provided to regular and temporary members of staff, including supply and trainee teachers in their induction. Details about fire evacuation procedures will be displayed throughout the school. Staff should familiarise themselves with such details
- The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessment will also pay particular attention to those with disabilities. (Personal Emergency Evacuation Plans)
- Emergency evacuations are practiced at least 3 times a year (once a term).

A guide on actions to take on hearing the Fire Alarm is provided in the school Fire Evacuation Plan.

Records will be kept of any tests and examinations of alarm systems and documented in the Fire Logbook. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed, and action can be taken regarding any problems that have occurred.

## **Risk Assessments**

Risk assessments provide the backbone of any safe system of work and therefore all school activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing and the measures needed to control the risk to health and safety should be listed and communicated by the member of staff leading the activity.

Risk assessments should be reviewed on an ongoing basis, particularly if the circumstances that surround that activity change. Although not a legal requirement, it is school policy that all risk assessments be reviewed at least annually.

## **Electrical Safety**

The following arrangements for electrical safety apply to all electrical equipment in use in the School, including personal items.

- Only electrical equipment that is properly installed and maintained should be used in the School. The indication that equipment has been properly checked is that a label is attached to each item bearing a date when it was officially tested. Items not bearing such a label should be queried and if necessary either withdrawn from use and given to the appropriate person or retested.
- All portable appliances will be regularly inspected and, where necessary, subject to an electrical test. All members of the School should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops and worn cables.
- The Caretaker will carry out visual inspections of electrical equipment as prescribed via HSE advice and record the inspection in the school electrical appliance log book.
- Any item that becomes faulty should be taken out of service and either discarded or sent for repair by a competent person.
- Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.
- Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted and should ideally be used on a temporary basis and until such time as new sockets can be fitted by a qualified electrician. When used, such extensions should be individually assessed to ensure the maximum power loads are not exceeded.

## **Safety Training**

Training and instruction in routine health and safety matters will be given, as required by the appropriate supervisor or manager. In particular, the Business Manager will arrange for new members of staff and Supply Teachers - on their first day of joining - to receive induction information as required.

Contractors who require an induction, i.e. those not under escort for the duration of their stay on school premises, will receive appropriate health and safety advice from the Business Manager/Caretaker/school reception office staff as designated by the Headteacher. Induction records will be held centrally and be available for audit when requested.

The School Administration Office will also give a copy/give direction to an e-copy of this Policy to new members of staff on their first day and ask them to read it and sign to confirm it has been read and understood.

The appropriate Teacher will inform new pupils about health and safety matters at the beginning of each academic year.

The need for other specialist training should be identified by individual members of staff and should be directed to the Headteacher or Business Manager.

Members of the School will not be expected to undertake any procedure for which they have not been adequately trained.

## **Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 2002 (COSHH Regulations) require the school to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The school will do this by:

- identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm
- providing suitable precautions to protect persons against the hazards
- giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance
- storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities

See the school COSHH Register for further details.

## **Display Screen Equipment**

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out and undergo periodic training. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time on a continual basis.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## **Traffic Management**

Authorised staff and visitors may park with care in the designated car parks. It should be noted that the School does not take any responsibility for damage to vehicles whilst on school property.

The speed limit of 10mph must be observed at all times and pedestrians have right of way on school property without exception. The vehicular access should not be blocked or used as a pedestrian access.

## **Transport**

The use of transport for conveying pupils and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the School will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that only competent persons drive them.

The Headteacher advises about arrangements and checks to ensure that transport used by the school is roadworthy. Members of staff may only drive any hired minibuses if authorised by the Headteacher. The Headteacher will also provide other pertinent advice to users about aspects such as supervision of pupils and precautions for prolonged journeys. All staff will sign annual declaration to confirm that relevant Risk assessments will be read and understood before commencing a journey.

## **Visitors and Contractors**

All visitors of any nature must report to the school reception and sign in accordingly. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the school's emergency procedures and that there is a School Safety Policy available for them to read. Should the visitors be staying for any reasonable length of time then they should receive a safety induction brief.

In the case of Contractors, the Business Manager/Caretaker should monitor their day to day activities in order to ensure that safe working practices are not being compromised and presenting a hazard. Furthermore, the school

health and safety policy should be made available to all contractors working on school premises if requested.

## **Violence to Staff**

'Violence' as defined by the HSE comprises any incident in which a person is verbally abused, threatened, or assaulted in circumstances relating to their work. The School is committed to protecting staff from violence from any party, as far as possible.

Should staff be subjected to violence, they should inform their line manager. The circumstances will be treated confidentially, and support measures will be provided, if required, to assist in recovering from an incident. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors (see also violence in the workplace on HSE website for further guidance). This applies to violence from pupils, visitors or other staff.

## **Occupational Stress**

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The School advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their line manager in complete confidence, so that if possible, some early action may be taken. Staff development training is available in the recognition and control of stress at work. Counselling services are also available for those in stressful situations.

## **Manual Handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance. Training will be given according to regularity and type of manual handling operations.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear

- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable.

See HSE manual handling. <http://www.hse.gov.uk/pubns/indg143.pdf>

## **Work at Height**

Work at height should be avoided. Where it cannot be the school will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. This would mean that working from height will normally be restricted to Caretaking Staff on most sites

In addition:

- The Site Manager/caretaker maintains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **Machinery and Equipment**

All members of staff and pupils involved with the use of school machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practices are reported to the school office, who will then notify the Business Manager.

In addition, all, kitchen, art, and outdoors educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Staff must ensure that any shortfalls are reported to the Business Manager and the machinery or equipment is removed or put out of bounds and adequately labelled as so immediately.

## **Legionellosis**

The school aims to prevent the build-up of Legionella Pneumophila organisms in its water systems and to prevent the inhalation of infected water droplets. A suitable and sufficient Legionella Risk Assessment will be carried out every 2

years (or sooner if major water system changes are made) and any remedial recommendations will be completed accordingly. The school must ensure that the designated water supply checks and maintenance tasks are carried out by the site team and contracted provider under the terms of contract and are recorded.

See Legionella risk assessment and written scheme.

### **School Visits (Off-site)**

Any proposed educational visit must first be cleared through the Headteacher whereby a strict analysis of the proposed visit must be satisfied before agreement is given. This will include assessment of:

- suitability of the School Trip Provider
- suitability of the location and activities according to the competency of supervision and abilities of pupils attending
- the submitted risk assessments for all activities to be undertaken, including first aid provision
- any other provision as decided by the Headteacher.

Visits are not to go ahead until the Headteacher has given consent. Schools to ensure that they have at least one member of staff who has undergone Evolve training

### **Personal Protective Equipment (PPE)**

The school will provide suitable protective clothing and equipment for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work, which requires it. Should any member of the school deem that PPE is required for a particular activity, they should raise this concern through the Headteacher.

### **Site Security**

The school has nominated key holders who are responsible for the security of the school site in and out of school hours under normal circumstances. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Different key holders may be nominated to respond to an emergency.

See school emergency plan.

## **Lone Working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager/Caretaker duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

## **Infection Protection and Control**

The school follows national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice where applicable.

The guidelines cover (but are not limited to):

- Hand washing
- Coughing and sneezing
- Cleaning of the environment
- Cleaning blood and body fluid spillages – when never to use mops
- Clinical waste
- Animals
- Vulnerable pupils
- Exclusion periods

See policy and guidance available via the Spotty Book or Public Health England.

## **New and Expectant Mothers**

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## **MONITORING THE POLICY**

Monitoring the effectiveness of this Policy is a responsibility in which the Governors and Headteacher play key roles. Monitoring includes ensuring that School inspections are taking place regularly so that the hazards and risks of activities carried out within the School are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and pupils are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents, near misses and instances of occupational ill health occurring is particularly important so that remedial action can be taken to prevent any recurrence. The Business Manager will assist the Headteacher to monitor all reported accidents, incidents, and occupational ill-health. This is in order to determine those events that are legally reportable to the relevant Enforcing Authority and to identify those which require further investigation and possible notification to others within the school, as well as to enable appropriate remedial action to be carried out.

## **REVIEWING THE POLICY**

This Policy will be reviewed on an annual basis. If there are reasonable changes to the structure and major personalities of the school, the review may be conducted at an earlier period than the agreed annual date.