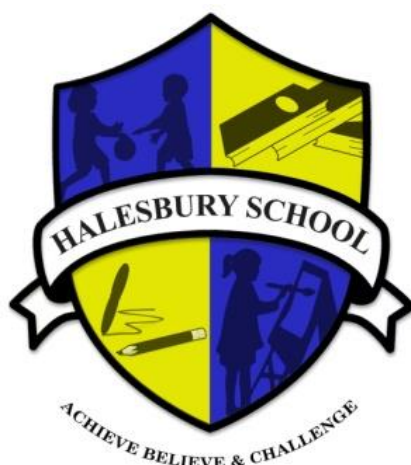


# HALESBURY SCHOOL



## HEALTH AND SAFETY POLICY

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	✓		
Teachers	✓		
Teaching Assistants	✓		
Administrative Staff	✓		
Curriculum support	✓		
Lunchtime Supervisors	✓		
Site Manager	✓		
Cleaners	✓		
Governors	✓		
Parents		✓	
Website	✓		
Local Authority	✓		

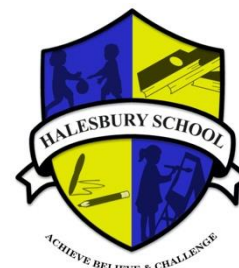
Responsibility of	Governing Body
Review frequency	Annual
This version agreed	September 2022
Next review date	September 2023



# Halesbury School

## Health and Safety Policy

### Section One



### General Statement of Health and Safety Policy

This Policy statement is provided in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974.

The School Governing Body along with the Schools Senior Management Team recognise and accept their legal responsibilities for Health and Safety within the school. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

To ensure the above is met the Schools Governing Body and Senior Management Team will so far as is reasonably practicable provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is competently managed
- Suitable Information, instruction, training and supervision is provided
- The premises and grounds are maintained in a safe condition
- There is safe access and egress to all parts of the school premises.
- Plant and equipment are safe to use
- Safe systems of work are defined, implemented and managed
- Off site visits are conducted in a safe manner and risks are identified and controlled.
- The handling and use of substances and articles is safe at all times and procedures exist for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that Health and Safety is given a high Profile within the school, the Governing Body will within its allocated resources from the devolved capital, set aside adequate finances for this policy to be complied with, and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the Governing Body in their implementation of this policy and other safety initiatives for the school.



Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

This policy statement, along with section 2 the organisational structure and section 3 the arrangements and procedures, has been approved by the schools Governing Body.

Signed:

Date: 1.11.2022

Chair of Governing Body

Signed:

A handwritten signature in black ink, appearing to be 'A. Kee', written in a cursive style.

Date: 1.11.2022

Head Teacher



## Section Two

### Organisation for Health and Safety

#### 1. School Governing Body

The School Governing Body has responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- To advise the Head teacher in producing and implementing an effective Health and Safety Policy.
- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- To agree with the Head teacher a policy for financing health and safety matters which come within the responsibility of the school.
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
- To receive through the Head teacher or school staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.
- To include health and safety as a permanent item on the Premises Committee agenda.
- To receive minutes of the Premises Committee and to confirm or recommend the appropriate action necessary.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.



## 2.1 Head teacher

The Head teacher has the following responsibilities:

- To establish and implement a suitable Health and Safety Policy within the school, the policy is to include the organisational and procedural arrangements necessary to make the policy within the school effective.
- To be responsible to the Governing Body for securing the full implementation of the schools Health and Safety Policy.
- To establish and regularly review risk assessments (Generic, Specific and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
- To regularly review and report on the schools Health and Safety Policy and the supporting organisational arrangements and practices in the Head Teacher's Report.
- To inform governors and staff about the health and safety policy and ensure that they have access to it.
- To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff.
- To ensure all staff are made aware of their own health and safety responsibilities within the law and comply with the requirements of the health and safety policy and supporting rules/procedures.
- To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
- To ensure there is a designated member of staff to undertake specific duties on health and safety, to act as "safety co-ordinator" and liaise with other professionals.
- To maintain copies of the relevant health and safety documents, guidance and information and ensure they are readily available for use by staff.
- To ensure adequate information, instruction, training and supervision is provided to support all school staff in carrying out their duties and health and safety responsibilities to minimise risk to themselves and others who their work may affect.
- To encourage and support the health and safety training for school staff and pupils.
- To receive minutes of the Premises Committee and to confirm, or recommend, the appropriate necessary action to be taken.



- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.
- To provide health and safety reports of a technical or financial nature as required.
- To receive health and safety reports prepared by school staff and to act upon them as appropriate.
- To receive health and safety and maintenance reports from the authorities safety officers, the Health and Safety Executive (HSE) inspectors, the West Midlands Fire Service, The Environmental Health Officers and service providers, bringing the problems and recommendations to the attention of the school staff and governors.
- To ensure that termly health and safety inspections of buildings and premises are carried out, a copy of the report is given to all governors and one is sent to the Premises Committee.
- Ensuring that remedial action is taken following health and safety inspections.
- To delegate the drawing up a schedule of items or activities for which the school is responsible, laying down safe working procedures, where this is required by relevant legislation.
- To draw up a programme of work in conjunction with the school governors to implement health and safety requirements.
- To establish and delegate an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored.
- To consult with the councils Safety Officer or Fire Risk Assessor prior to making changes to the layout of the school or undertaking activities which could affect general or fire safety.
- To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and guidelines supplied by the council and monitor the processing of online accident and incident forms in accordance with the online accident/incident reporting procedure.
- To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfES.



- To ensure appropriate emergency evacuation and lockdown procedures are in place and conduct regular drills to test the effectiveness of the procedures.
- To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- To agree safety procedures for special events, ensuring the event is risk assessed.
- To ensure that all health and safety roles and responsibilities are delegated to another member of staff and adequately covered during periods of staff absence.
- To provide personal protective equipment when deemed necessary either as a result of written or dynamic risk assessment.
- To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Safety Officer immediately of any actions taken.

## **2.2 School Management Team** (this includes Deputy Head, Middle Leaders, Site Manager, and designated admin manager).

In addition to the general duties of staff, Leadership staff will be directly responsible to the Head Teacher or a member of staff nominated by the Head teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant areas of responsibility.

In particular they will ensure for their areas of responsibility that:

- Safe methods of work exist, and they are implemented.
- Staff, pupils and others under their area of responsibility are instructed in safe working practices.
- Health and Safety rules and procedures are applied effectively and complied with.
- Risk assessments are conducted for all leisure, work and experimental activities and information on the risk assessments is disseminated to relevant persons.



- Safety inspections are regularly made and reports are provided to the Senior Leadership Team on the findings so that resources can be allocated to correct deficiencies.
- Guarding fitted to all plant and equipment is adequate for the task and regularly inspected.
- Signs are displayed advising of authorised use only for plant and equipment and that unauthorised use is prevented at all times.
- Appropriate facilities in the form of personal protective equipment and fire/first aid facilities are available at all times.
- Hazardous, flammable and highly flammable substances are stored correctly.
- All accidents and incidents that occur within their area of control are reported in a timely manner in line with the schools reporting procedure.
- To ensure new or temporary staff are informed of their Health and Safety responsibilities and duties and that the necessary information and advice is provided for them to carry out their duties.
- All incidents of violence including verbal, physical, racial, sexual abuse that occur within their area of control are reported in a timely manner in line with the schools reporting procedure.
- Any Health and Safety concerns are reported to the Head Teacher or their deputy immediately as they are identified.

### **2.3 Site Manager**

- Test the fire alarm system weekly and record findings.
- Daily check site for needles, drugs, animal faeces or meals remove any items which would pose a danger to pupils.
- Test the emergency lighting system monthly and report findings.
- Daily ensure all fire exits are clear of obstacles and unlocked.
- Ensure all combustible materials are removed from the building daily.
- Ensure nappy waste is disposed of appropriately with a view to maintaining high levels of hygiene in care rooms and toilets.
- Ensure showers are run weekly by cleaners and following any close down before use by staff and pupils.





- Maintain chemical stocks and ensure safe delivery and storage at all times.
- Undertake portable equipment testing annually.
- Ensure cleaners are following infection control procedures.
- Undertake termly safety checks on outdoor play equipment.
- Comply with Health & Safety legislation.

### **3.1 School Health and Safety Co-ordinator**

It has been agreed that the Admin Officer – Operations, as part of their job description will be the school Health and Safety Co-ordinator.

#### **The Head teacher may delegate these responsibilities to the Health and Safety Co-ordinator in part or in full:**

- To assist the Head teacher to plan, implement and assess the Health and Safety Policy and Organisational arrangements and regularly review the system of risk assessments as required by the relevant regulations.
- To assist the Head teacher to regularly review the schools Health and Safety Policy and Organisational arrangements.
- To ensure that members of staff are aware of and have access to the schools Health and Safety Policy.
- To liaise with the Head teacher and, where appropriate seek further advice on:
  - The implications of safety legislation, codes of practice and approved safe working procedures.
  - The health and safety aspects, affecting the design and layout of new and reorganised working areas.
  - The health and safety aspects of new plant, equipment and personal protective clothing.
- To arrange and carry out termly inspections, with Leadership managers, of premises and other workplaces, plant, tools, equipment and work activities, reporting to the head teacher and other managers who have responsibilities for actioning health and safety reports.
- To assist management with the preparation of safe working procedures and safety rules.



- To liaise, where appropriate, with the councils Safety Officers, the Health and Safety Executive Inspectors, West Midlands Fire Service Fire Prevention Officers and Environmental Health Officers.
- To identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a record of staff attendance/certification.
- To support the investigation of accidents, dangerous occurrences and near misses occurring on the school premises and reporting the findings to the Head teacher as appropriate.
- To regularly monitor:
  - The first aid procedure within the school, including the availability of first aid equipment and trained staff.
  - The emergency evacuation and lockdown procedures within the school and arrange for regular fire drills to test the effectiveness of the procedures.
  - Compliance with the control of substances hazardous to health Regulations 2002 (COSHH)
- To attend, as appropriate, the committee of the Governing Body dealing with health and safety and to prepare agenda items and safety reports.
- To receive health and safety reports prepared by the school staff and to act upon them as appropriate.
- To support the head teacher to follow up and progress the actions of reports received from council safety officers, health and safety executive inspectors, west midlands fire service officers, environmental health officers and other service providers.
- To advise Head teachers or heads of departments to STOP IMMEDIATELY any work process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of staff, pupils or visitors to the school.

#### **4.1 Class Teachers**

Class teachers are responsible for:

- Exercising effective supervision of their pupils.
- Understanding the emergency evacuation and lockdown procedures for the school and assembly points for pupils in their care.



- Understanding the first aid and accident and incident reporting procedures and to comply with them.
- Following the health and safety measures identified for their area of teaching and any relevant safety procedures.
- Personally following safe working procedures and ensure pupils follow good examples of safe working.
- Ensuring the use of Protective equipment and guarding as required.
- Reporting to the Head or Head of department any safety issues or omissions identified so that they can be rectified.
- Ensuring all accidents incidents and near misses are reported through the normal channels.

#### **4.2 All Employees** [including temporary and voluntary]

All employees have a duty to carry out their work with due regard for the health and safety of themselves, other employees, pupils and the general public and to observe health and safety requirements relevant to their activities.

Employees will:

- Co-operate with the Head Teacher and the school management team, so as to enable them to carry out their statutory duties and responsibilities effectively.
- Report to their Leadership Team hazards and near miss incidents, which could result in injury.
- Report to their Leadership Team all accidents, however minor, from which an injury is sustained or plant or equipment damaged.
- Report to their Leadership Team all incidents of violence including verbal, physical, racial, sexual abuse.
- Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the School Management Team.
- Undertake their duties in accordance with their training, instruction and Schools policy.
- Use all machinery, equipment, dangerous substances and safety devices provided in accordance with training and instruction received.



- Attend all training courses and briefing sessions required by their Head and Schools policy.
- Refrain from using anything provided in the interests of health and safety in a way other than that originally intended.

### **4.3 Appointed Health and Safety Officer**

The Health and Safety Officer is responsible for providing advice and support to schools/academies on all aspects relating to Health and Safety.

Their main brief is to:

- Facilitate the implementation of Corporate Policy within their directorate.
- Develop directorate policy where no corporate policy exists due to the nature of their activities
- Implement directorate procedures to comply with corporate policy
- Advise directors/senior managers, line managers and schools on health and safety issues
- Inspect premises/sites
- Develop health and safety training courses and delivery
- Monitor/audit and review health and safety progress across their directorate
- Liaise with enforcement agencies
- Should the need arise due to risks to life in serious injury to stop the activity/close the premise – reporting back to the appropriate director as soon as practicable and the corporate health and safety team
- Investigation of serious accidents/incidents
- Preparing an annual health and safety report and advising their respective DMTs on action plans in consultation with Corporate Health and Safety.
- Liaise on a regular basis with the Corporate Health and Safety Team.
- Contribute to the development of corporate policies and procedures.
- Represent their directorate at working groups on request of the Principal Corporate Health and Safety Officer.



#### **4.4 School Health and Safety Representatives**

The Governing Body and Head teacher recognise the role of the safety representative and we will support this role by encouraging safety representatives to investigate accidents and potential hazards where it is safe to do so, pursue employee complaints and be involved in school safety inspections.

##### **Functions of safety representatives**

- To represent the employees in consultation with the employer.
- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he represents).
- To examine the causes of accidents at the workplace.
- To investigate complaints by any employee he represents relating to that employee's health, safety or welfare at work.
- To make representations to the employer on matters relating to health and safety arising from the above points.
- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
- To carry out workplace inspections.
- To represent the employees he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority.
- To receive information from HSE inspectors.
- To attend meetings of safety committees where he attends in his capacity as a safety representative in connection with any of the above functions.

#### **4.5 Pupils**

All pupils will be responsible for:

- Complying with school rules and procedures and any instructions given in an emergency situation.
- Taking reasonable care of themselves and others.
- Co-operating with class teachers and other school staff.



- Using equipment and substances in the manner in which they are instructed.
- Making full use of personal protective equipment provided for them to use when it is required.
- Observe standards of dress consistent with safety and hygiene requirements.
- Not to misuse anything provided for the purpose of safety or fire requirements.
- Report to their teacher/Head teacher anything they believe to be harmful or dangerous.



## Section Three

### General Arrangements

To ensure a continued safety culture and provide control against risks from activities undertaken by the school the following procedures and arrangements are highlighted.

#### 1. Accidents and Incidents

The definition of an accident is an unexpected, undesirable event which causes damage or harm, therefore it is thought of as something which happens without planning or intention; chance.

##### 1.1 Procedure for reporting staff/visitor accidents

- All accidents should be logged through Medical Tracker and should be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The book is kept in the main reception office.

##### 1.2 Procedure for reporting pupil accidents

- Pupil injury should be recorded in the first aid book found in the first aid room. See section 15 of this policy.
- All entries in the first aid book should be accompanied by a completed form sent home to parents/carers to advise of the first aid received. These are on the noticeboard in the first aid room.
- Parents must be informed if their child has received a bump to the head by checking the appropriate box on the form. If staff notice any signs or symptoms as listed on the following NHS website page, or have any further concerns, staff will speak to parents/carers directly where possible.  
<https://www.nhs.uk/conditions/minor-head-injury/>
- Information about major injuries requiring hospitalisation will also be kept in the pupil's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

##### 1.3 Procedure for reporting incidents and near misses



This procedure is to be used where no injuries are sustained.

In all cases, as much detail as possible should be supplied when reporting the accident, incident or near miss.

These forms are to be used for the reporting of all accidents, incidents and near misses no matter how small or trivial they may seem.

#### 1.4 Reporting to the Health and Safety Executive

The Head Teacher and Health and Safety Officer will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4,5,6 and 7).

The Head Teacher or a Senior Leader will contact the Health and Safety Officer who will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. If for any reason the incident is reported to the HSE via the internet at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) , a copy must be forwarded to the Health and Safety Officer immediately to prevent duplication.

#### Death

If the accident, which is caused by or in connection with work, involves a major injury or death then it must be reported immediately.

#### Specified Injury

Reportable injuries are defined below:

- Any fracture other than to the fingers, thumbs or toes.
- Any amputation.
- Any permanent loss or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- Scalpings (separation of skin from the head) which require hospital treatments.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an **enclosed space**, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

#### Over 7 day injury

If the employee has an accident that results in absence from work or inability to do their full range of normal work activities for more than 7 calendar days then the HSE must be informed as soon as is practicable and within 15 days of the accident.





## **Injury to a non-employees and pupils**

If a non-employee or pupil suffers an injury that is caused by or is in connection with work that results in them being taken directly to hospital for treatment, then the process for notifying the HSE must be followed by the quickest practicable means.

## **Dangerous Occurrences**

In the event of any of the following occurring, the HSE must be informed by the quickest practicable means outlined above in section 1.2 and followed up with a report within 10 days:

- The collapse, overturning or failure of **lifting equipment** (as specified by HSE).
- Any explosion, collapse or burst of a pressure vessel or associated pipework.
- Equipment coming into contact with or close enough to overhead power lines to cause an electrical discharge.
- Any damage to or any uncontrolled incident involving pipelines e.g a gas main.
- Accidental uncontrolled release of flammable or hazardous substances (above certain volumes)

Follow link for full list and details from HSE website:

<http://www.hse.gov.uk/riddor/dangerous-occurences.htm>

## **Reportable diseases**

If an employee suffers from certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards it must be reported to the HSE following the process in section 1.2 on an approved form as soon as confirmation from the doctor is received.

The list of possible reportable diseases includes:

- Cramp of the hand or forearm where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm.
- Occupational dermatitis where the person's work involves significant or regular exposure to a known skin sensitiser or irritant.
- Occupational asthma where the person's work involves significant or regular exposure to a known respiratory sensitiser.
- Tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.

Follow link for full list and details from HSE website:

<http://www.hse.gov.uk/riddor/occupational-diseases.htm>



## 1.5 Reporting to Ofsted

The Head Teacher or Deputy Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head Teacher or Deputy Head Teacher will also notify the LADO of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 1.6 Investigation of accidents, incidents and near misses

All reportable accidents must be investigated. The school will investigate accidents, incidents and near misses to provide a report and record of the events that led up to the occurrence, and the immediate action taken after the occurrence.

The report will be kept on file up to a period of time relevant to three years after the young person has reached the age of eighteen.

For employees the documents should be kept for a period of three years after the harm has become apparent. In general terms this could be for the life of the employee.

It is important that accidents are investigated as quickly as possible after the occurrence, providing that it is safe to enter the accident zone. Any delays could mean that it is less likely that the true facts may be ascertained.

Where there are witnesses it is advisable to obtain statements as soon as possible, ensuring that witnesses are not allowed to gather to discuss their version of the events as this could paint a completely different picture by confusing their version with some other persons. Witness statements are required for HSE reporting and where a civil claim may result. Photographs are also very useful in an investigation and should be taken as soon as possible after the incident has occurred.

A thorough investigation should answer the following questions:

- What caused the accident?
- Who & what was involved?
- When did it occur?
- Where did it occur?
- Why did it occur?
- How could it have been prevented?
- How can a recurrence be prevented?

The cause of an accident should never be classified as "carelessness" as the only remedy to a careless act is to be more careful in the future, a thorough



investigation should look into whether the cause was e.g. due to not following instructions or written procedures.

## 2. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager, Science teacher and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used e.g. science room

### 2.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

### 2.2 Asbestos

- All staff are made aware of the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.



- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- Contractors declaration is completed by all contractors.
- Corporate Landlord is requested on site at contractor's introduction where required.
- The Asbestos Management Plan is available on site detailing the locations of any asbestos present.

### **2.3 Legionella**

- A water risk assessment is authorised by the Site Manager who is responsible for ensuring that the identified operational controls are conducted and recorded in the Premises Checklist.
- The risk assessment will be carried out every 12 months and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by regular checks including e.g. temperature checks, heating of water, disinfection of showers etc

## **3. Construction**

- Contractors will agree health and safety practises with the Site Manager and/or Head Teacher before starting work.
- The contractor will provide adequate risk assessments and method statements of all planned work prior to commencement

## **4. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place and should be indicated on the Premises Checklist.
- When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.
- All equipment is stored in an appropriate way. Hazard signs are displayed where necessary.



## 4.1 Display Screen Equipment

All staff who use computers daily for an hour or more at a time are considered DSE users for whom the Health and Safety (Display Screen Equipment) Regulations 1992 apply.

Staff identified as DSE users will be required to view the risk assessment, as well as:

- Complete a DSE workstation assessment.
- Ensure risks are reduced by taking regular breaks from DSE work or doing something different.
- Be entitled to a free eye test if requested and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).
- Have access to training and information.

Follow link further details from HSE website:

<http://www.hse.gov.uk/msd/dse/>

## 4.2 Specialist equipment

- Parents are responsible for the maintenance and safety of their children's wheelchairs and any other specialist equipment they provide for their child to use during school hours.
- Where equipment is provided by school, these will be maintained in accordance with manufacturers recommendations and instructions. All equipment will be checked as part of regular monitoring and before it is used.
- Any issues will be reported to the Health and Safety Co-ordinator or a member of the Senior Leadership Team.
- Any equipment found to be unsafe, it MUST NOT be used.

## 4.3 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment safely and in accordance with training and instruction only.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the staff member who directs them.
- Equipment except computers must be left unplugged when not in use and wires should not be wrapped around equipment.
- Any potential hazard will be reported to the Site Manager immediately.
- Permanently installed equipment is connected through a dedicated isolator switch and adequately earthed.
- Where necessary a portable appliance test (PAT) will be carried out by a trained person in accordance with the PAT testing schedule.



- The site manager will ensure maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by persons with appropriate training.
- Personally owned electrical equipment should not be brought into school as its use could invalidate the property insurance.

#### **4.4 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the PE area or apparatus will be reported to the Site Manager.

### **5. Fire**

Emergency exits, assembly points and assembly point instructions are all clearly identified by safety signs and notices.

Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud, continuous bell.

Fire alarm testing will usually take place on Fridays after 3pm.

A fire safety systems audit is undertaken annually by Mark One.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

Group and Personal Emergency Evacuation Plans will be displayed in each class. All staff are responsible for being aware of evacuation plans for the pupils in their care.

#### **In the event of a fire:**

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Trained fire marshals will assist in evacuating the building.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. These are in the Secondary playground and at the front of the school.
- Class teachers will take a register of pupils which will then be checked against the attendance register for that day.



- A member of the Senior Leadership Team will take an attendance register for all staff.
- The Head Teacher will be informed as to whether the building is safe to re-enter.
- Staff and pupils may only re-enter the building on the advice of the Head Teacher or member of the Senior Leadership Team to whom the responsibility is delegated.

Most fires are caused by carelessness and ignorance and a high standard of fire consciousness can prevent this and all staff should therefore become conversant with these instructions.

All staff should be vigilant to ensure that potential hazards are kept under control to prevent the occurrence of fire:

1. Do not dry combustible materials on the heaters or allow paper to drop through heater guards
2. Turn off electrical equipment when not in use and if possible unplug.
3. Do not overload sockets or twist wires around equipment.
4. Do not leave items of equipment in front of fire doors.
5. Unlock external classroom door each morning, it is acceptable to place the top catch on during the day to stop pupils running off, and relock each evening.
6. Consider materials used and positioning of displays do not put paper close to light fittings.
7. Be particularly careful when using cookers and cooking oil DO NOT leave unattended and switch off after use.
8. Equipment in the corridors should be positioned to give free movement around the building.
9. Ensure all rubbish is left in a prominent position for cleaners to put out each evening, DO NOT allow rubbish or paper to build up in classroom store cupboards.
10. NO SMOKING is allowed on the premises by staff, visitors or contractors.

## 6. Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site Manager 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.

## **7. Violence**

We believe that staff should not be in any danger at work, and we will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Head Teacher immediately. This applies to violence from pupils, visitors and other staff.

## **8. Manual Handling**

It is up to individuals to determine whether they are fit to carry out duties which involve moving or lifting equipment, furniture or pupils.

If an individual feels that carrying out a lifting or moving task could result in injury or exacerbate an existing condition, they will ask for assistance.

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 when lifting or moving equipment or items of furniture:

- 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 as flat as possible.
- Ensure the area where you plan to offload is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angles out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

Training will be provided for those working with pupils requiring support with mobility. Only trained staff will assist with mobility, this includes pushing wheelchairs and other mobility equipment the pupil is using and transfers.

Staff trained in Manual People Handling will work with pupils in accordance with the training provided. Training will be updated every 2 years as needed.

The Senior Leadership Team will ensure appropriately trained staff are provided to support pupils requiring assistance with mobility at all times.





## 9. Noise and Vibration

There have been no noise or vibration risks identified.

## 10. Premises Safety

### 10.1 Site

- The Site Manager and Head Teacher, are ultimately responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
- All staff have a responsibility for the security of the building and site during the working day. They must ensure that all fire-doors are correctly closed and gates bolted and/or locked.
- Exit doors must not be left ajar, but closed correctly. If any doors will not close correctly this should be reported to the Headteacher, or to the site Manager. **All keys should be returned to the key cupboard in the reception office after use.**
- Gates providing access to the car park will be locked during school hours while pupils are on site. If gates are opened for contractor access during school hours, the Site Manager will ensure staff are aware in order to manage risks.
- The Site Manager and Head Teacher are key holders and will respond to an emergency.
- School Lockdown procedure will begin as soon as a threat is detected (see Lockdown Policy).
- Vehicles coming onto the site at the beginning and end of the school day will be managed by Senior Leaders.

### 10.2 Visitors and Security

Visitors must report to the Reception Office immediately on arrival.

“Visitors” are defined as any person who is not a pupil or a member of staff employed by the school, including parents, Governors, school transport contractors, maintenance and building contractors visiting/working on site, volunteers involved in school activities, students from local colleges, pupils from school on work experience, visiting professionals, individuals or groups hiring the premises and

All visitors to the school are asked to sign in after giving details to reception of the purpose of their visit. They are provided with a lanyard showing photograph of face and details.

## 11. Lettings

Please refer to separate policy which applies to lettings.



Those who hire any aspect of the school site or any facilities will be made aware of the content of the School's Health and Safety Policy and will have responsibility for complying with it.

## **12. Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practise, outlined below, where applicable.

### **12.1 Handwashing**

- Wash hands with soap and warm water, and dry thoroughly.
- Always wash hands after using the toilet, before eating or handling food, and after touching animals.
- Cover all cuts and abrasions with waterproof dressings.

### **12.2 Coughing and sneezing**

- Cover nose and mouth with tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

### **12.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/bodily fluids (for example, nappy or pad changing).
- Wear goggles or visor if there is a risk of splashing in the face.
- Use the correct personal protective equipment when handling cleaning chemicals
- Staff will be made aware of any risk assessments that apply to the activity and will comply with the stated requirements to minimise risks.

### **12.4 Cleaning of the environment**

- Clean the environment, including toys and equipment, frequently and thoroughly.

### **12.5 Cleaning of blood and bodily fluids**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using both a detergent and disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.



- Never use mops for cleaning up blood and bodily fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.

### **12.6 Laundry**

- Wash soiled linen separately in the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag pupil's soiled clothing to be sent home, never rinse by hand.

### **12.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used nappies/pads, gloves, aprons, and soiled dressings are stored in correct clinical waste bags in specifically designated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

### **12.8 Animals**

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly, and keep litter boxes away from pupils.
- Supervise pupils when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

### **12.9 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally be made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **12.10 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England. A link to PHE's list of infectious diseases and their exclusion periods is available [here](#).

## **13. Risk Assessment**



The Headteacher, Site Manager, Health and Safety Co-ordinator and link governor will make an annual tour of the school premises during the summer term. This may need to be done more frequently if there have been any significant changes to buildings, machinery, equipment, work practices or personnel. Also, where contractors are on site, visitors are in school, i.e. Visiting Theatre Company, or the Summer Fete. Reports will be made to the Premises Committee each term.

The Site manager will make a daily, visual check of the school premises.

Staff are asked to report any serious problems, within classrooms or other areas around the school premises, to their line manager or Site Manager immediately.

Less urgent matters are reported in Health and Safety book situated in the Health and Safety Co-ordinator's pigeon hole opposite main reception office.

### **13.1 General Risk Assessments**

Risk assessments are to be carried out when the need arises and reviewed on a regular basis, and at least annually during the Summer Term.

All staff are required to be part of the assessment process pertaining to their particular responsibilities within the school.

Senior Leaders will make sure staff are aware of any changes to risk assessment requirements or new documentation becomes available. When no such guidance has been given, risk should be controlled by considering the following three steps:

- Identify hazards –those aspects that have potential to cause harm.
- Assess risks –the likelihood of injury coupled with its severity.
- Take precautions –appropriate to the level of risk established.

All staff are required to be part of the assessment process pertaining to their particular responsibilities within the school.

Carrying out risk assessments can be taken using the 5 Steps to Risk Assessment, recommended by the LA Safety officer and available from the HSE website at <http://www.hse.gov.uk/risk/controlling-risks.htm>

### **13.2 Off-site visits**

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed, where off-site visits and activities require them, using Evolve.
- Risk assessments will be approved prior to the visit by the Head Teacher.



- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parent's contact details.
- There will always be at least one first aider with a current Full Paediatric First Aid certificate (12 hour) on school trips and visits, as required by the Statutory Framework for the Early Years Foundation Stage.
- Pupil work experience placements will be managed by the KS4 Phase Leader. Risk assessments for the placements will be obtained from employers and communicated to parents before the placement commences. See link below for further information:  
<http://www.hse.gov.uk/pubns/indg364.pdf>

### 13.3 New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil 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.

### 13.4 Young Workers

Young persons under the age of 18 must have an individual risk assessment in place before the commencement of their work. In the case of a child who has not yet reached school leaving age, this must be communicated to their parents before they start work.

Under health and safety law, work experience students are employees.

We will:

- Discuss the placement in advance with organisers, ensuring they are aware of any risks in the workplace and how they will be managed.
- Take account of what they and the parents or carers tell you of the student's physical and psychological capacity, and of any particular needs, for example due to any health conditions or learning difficulties.



- While the minimum the law requires in respect of risk assessment is verbal communication with parents, we will provide a written record on request.

## **14. Occupational Stress**

Employers have a legal duty to protect employees from stress at work by doing a risk assessment and acting on it.

<http://www.hse.gov.uk/stress/risk-assessment.htm>

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

We will support staff health and wellbeing by:

- Providing trained Mental Health First Aiders who understand what work-related stress is, how to identify it and what can cause it.
- Responding to a pattern of increased absence due to work related stress.
- Checking fit notes, and talking to employees.
- Looking for signs of stress in employees.
- Talking to employees.
- Providing counselling services for staff
- Staff are supported on return to work after a period off with work-related stress
- Making sure changes are communicated openly so everyone understands the effects they will have
- Monitoring effects of changes on stress levels so staff have the chance to provide feedback
- Conducting an annual staff wellbeing survey and responding to the results

## **15. First Aid and personal health**

### **15.1 Administration of First Aid**

- Minor accidents requiring first aid will be dealt with by any available member of staff.
- A list of current First Aiders are displayed in the First Aid room.
- First aid bags will be available in each class and are the responsibility of class staff to maintain contents.
- A record should be kept of all First Aid treatments to any person on the premises.
- A form should be completed to notify parents of the injury and treatment given. Forms are kept on the notice board in the First Aid room.



- Treatments carried out to any staff or children when on school activities off the premises should also be recorded.
- The cause of the accident/incident should be given consideration as to whether action needs to be taken to avoid a repetition and reported to the Headteacher / Deputy Headteachers if action is necessary.

## **15.2 Emergency information**

At the beginning of each academic year the school will send out to each pupil's parents/guardians an emergency contact form which must be filled in. This will be kept in the school office so that parents can be contacted in emergencies. This information is also on the Integris computer system. Emergency information for the staff will also be updated on a yearly basis and stored on the computer system.

## **15.3 Medicines**

- It is the responsibility of taxi escorts to personally hand in any medicines to the reception office at the beginning of the school day and receive it at the end of the day.
- Reception office staff will check quantity of and record any medication received.
- All medications will be stored in a locked cupboard in the first aid room, with the exception of those for which this is not appropriate e.g. inhalers
- Most medications may be administered by any member of staff, except in cases where specific training is required. Staff must ensure they have received appropriate training and instruction before administering medications.
- When medicines are administered the appropriate monitoring form is completed and countersigned by a second responsible person. Forms are kept in a folder in the First Aid Room cupboard.

## **15.4 Care plans**

Care Plans will be drawn up by the school nurse for individual pupils, highlighting medical needs and support required for pupils and staff. These will be reviewed on a regular basis or when there is any change in the pupil's needs.

## **15.5 Smoking**

The Governing Body has prohibited smoking in the school and in vehicles under its control.

## **16. Transport**



This section not only covers the use of minibuses, but all vehicles used to support the **school activities**.

All minibus drivers must be trained and authorised. Only drivers who have satisfactorily completed the MIDAS training assessment are insured to drive the bus.

**Prior to any offsite journey the pre-journey minibus check sheet should be completed together with the offsite visit checklist.**

The school has adopted the 'Dudley MBC Safety Manual for Minibus Operatives & Drivers Guidelines' and all staff will undertake the MIDAS training assessment and renew their assessment every 4 years.

The school use the corporate document; 'The Operation of Minibuses Safety Policy Guidelines 2006'.

The school has adopted the LA Transport policy and these details on Health & Safety when transporting pupils to and from school.

A member of the SMT has overall responsibility for this as identified on the organisational plan. Concerns about escorts or vehicles raised by staff about the home to school transport will be reported to the LA Transport Manager.

### **16.1 Transporting of Pupils by Car**

Pupils should be accompanied by two adults.

Staff to check insurance cover and complete risk assessment document.

Their insurance document, licence and MOT must be produced before using their own vehicle for work business.

Staff required to transport pupils in their own vehicles should complete a risk assessment document.

## **17. Working at Height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains 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.

## 18. Monitoring

To ensure procedures are implemented consistently and are effective, systems are monitored and evaluated at regular intervals. The evidence gathered details how well systems are working and where improvements can be made. The processes for monitoring and reviewing performance are as follows:

- A central record is continually monitored and updated by the site manager to ensure legal compliance and arrange dates for regular tests such as legionella, gas etc.
- Review dates for risk assessment records are monitored by the Health and Safety Co-ordinator and the action plan updated accordingly.
- Termly monitoring visits from the Link Governor for Health and Safety to include overseeing reports, staff training records, policies, procedures and a 'walk round' the premises with the Site Manager and/or Health and Safety Co-ordinator.
- Health and safety audits carried out annually by the Health and Safety Officer, Health and Safety Co-ordinator and monitored by the Link Governor.
- Head Teacher meets regularly with Health and Safety Co-ordinator and Link Governor to monitor progress of all aspects of health and safety.
- Health and Safety is on the agenda at least termly at governor meetings to receive the reports from the Head Teacher and Health and Safety Link Governor, approve budget, set direction and review performance.

This policy will be reviewed by the Governing Body every year. At every review the policy will be approved by the Chair of Governors.

## 19. Links with other policies

The health and safety policy links to the following policies:

- Accessibility plan
- Food hygiene
- Intimate care
- Behaviour
- School Emergency Procedures
- Lockdown Policy
- Wellbeing Policy

Dudley policies are available on Dudley Connect.