

# Health & Safety Policy



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## 1.0 Health & Safety Policy Statement

The requirement to provide a safe and healthy working environment is acknowledged by the Governing Body and the Head Teacher who recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974, Independent School Standards, and the requirements of Ofsted.

The governing body will ensure, so far as reasonably practicable, the health, safety, and welfare of all employees, pupils and others who may be affected by its undertakings. We recognise that the provision and maintenance of a safe and healthy working environment is of equal importance to other aspects of its operations and for nurturing high standards of achievement and wellbeing of all staff and pupils.

We are committed to promoting high standards of health, safety, and welfare across all areas of business. To achieve this, we will:

- Work to continually develop and maintain a positive health and safety culture amongst all levels of employees through effective systems of consultation and communication where the engagement and feedback from all stakeholders is actively encouraged and recognised.
- Ensure a minimum level of compliance with all relevant legal duties in respect of health and safety legislation and strive to create a culture of continuous improvement. They will provide adequate resources for planning, provision and maintenance of safe conditions for all users and a safe system of work in all endeavours.
- Allocate sufficient resources for the selection, design, and implementation of the safest plant, equipment, facilities, and working practices so far as is reasonably practicable.
- Provide sufficient training and support to all levels of staff to enable them to work safely and fulfil their health and safety obligations. Wherever a need is identified suitable levels of supervision will be given.
- Work and consult with our employees, contractors, governors, and business partners to ensure that our health and safety duties and standards are maintained.
- Develop strategic health and safety plans, detailing specific objectives and targets, which is reviewed annually and, where necessary, updated.
- Monitor and continually improve health and safety performance. This includes monitoring and prevention of poor health and injury.
- Audit health and safety management systems, both internally and externally, and implement improvements.
- Manage risks arising from operations and review contractor documentation and working practice.

This policy covers staff, visitors, and children being within the school, and others affected by the work activity and company business facilities. It aims to show how the Governing Body and the Head Teacher discharge their duties under the Health and Safety at Work etc. Act 1974.

The Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We will:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of staff and others affected by our business facilities and our school.
- Establish and maintain safe working procedures for pupils, staff, and visitors.
- To provide and maintain safe buildings and safe equipment for use by pupils, staff, and visitors.
- Develop safety awareness, by ensuring appropriate information training and supervision is provided to staff and others.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.
- Ensure so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its activities.
- Consult with our pupils and staff on health and safety matters.

This Policy will be reviewed and monitored annually by the Governing Body

## **2.0 H & S Responsibilities**

### **2.1 Head Teacher**

The Head Teacher has the following responsibilities:

- To initiate the Company Safety Policy for the prevention of injury and damage, to set targets for reduction of accident and incident rates.
- To administer and implement the Policy.
- To know the requirements of the relevant legislation and ensure they are observed whilst carrying out school activities.
- To ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- To initiate proper reporting procedures in the event of injury, damage and loss.
- Promote action to preclude re-occurrences.
- Where, reasonably practicable, to analyse accident/incident trends
- To discipline any employee (including sub-contractors) failing to discharge satisfactorily their responsibilities regarding health and safety.
- To encourage the distribution of relevant safety information to all persons concerned and promote communication of issues throughout the company.
- To ensure that sufficient funds and facilities are made available to meet requirements of the school Safety Policy
- To promote and maintain the schools' on-going determination to improve its performance in Health, Safety and Welfare.
- Ensure competent persons are in place to advise on H&S issues.
- To ensure school Health and Safety Meetings are conducted.
- Will monitor targets set by the Governing Body and Ofsted and ensure they are met.

## **2.2 Health & Safety Committee**

The Health & Safety committee has the following responsibilities:

- Act as the forum through which all health and safety issues and for monitoring statutory compliance with statutory requirements are raised and discussed.
- Ensure any proposed changes in the workplace significantly affecting the health and safety of employees are fully discussed with the employees' health and safety representatives.
- Review statistics of all accidents and incidents that occur on the office premises or accidents that occur offsite whilst individuals are working on school related business.
- Request accident investigation reports and discuss and recommend changes to procedures or the working environment if necessary.
- Discuss health and safety training requirements and make recommendations for changes where necessary.
- Discuss emergency procedures and make recommendations for improvements where necessary.
- Consider any reports subsequent to inspections by enforcing authorities, discuss implications and recommend appropriate actions.
- Help promote a healthy and safety aware culture in the working environment. Discuss new or changes to existing legislation.
- Involve pupils in identifying and acting on health and safety issues.

## **2.3 Operations Manager**

The Operations Manager has the following responsibilities for premises under the control of the company:

- To control contractors working on the premises and ensure hazard information has been exchanged and suitable control measures implemented.
- Ensure adequate security systems are maintained.
- Ensure the general cleanliness of the premises and that adequate welfare facilities are provided.
- Arranging for regular inspection of the premises for which they are responsible for.
- Ensuring that plant and equipment is adequately maintained, inspected and records retained.
- Arranging for the regular testing and maintenance of electrical equipment.
- Maintaining records of plant and equipment maintenance tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
- Ensuring that adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Safety Signs and Signals Regulations.
- Maintaining a health and safety file on the premises in relation to any construction or project work covered by the Construction (Design) and Management Regulations.
- Ensuring that adequate systems are in place for the management of asbestos through the 'Premises Management Plan' and control of legionella and excessive water temperatures.

- To respond and act promptly to address notifications of a defect reported that could affect the health and safety of building occupants.
- To report accidents and incidents to the Manager and the DRHS.
- To investigate, as required, RIDDOR related accidents, incidents and Near Misses jointly with the Head Teacher or other Manager
- To accompany Enforcement and Inspectors, as required, on any visits and arrange compliance with all recommendations made by them.
- To act as competent person in accordance with The Management of Health and Safety at Work Regulations

## **2.4 Health & Safety Coordinator**

The Health & Safety Coordinator has the following responsibilities:

- To discuss with the Management team methods of preventing injury to any persons connected with the company and possible improvements in existing working methods that may affect health, safety and welfare of staff and others.
- To audit risk assessments, inspections including the estates and daily checks register.
- To recommend appropriate training.
- To oversee Health and Safety meetings and make a record of these meetings.
- To advise on health & safety matters regarding:
  - Employment
  - Premises
  - Machinery/Equipment
  - PPE Procedures

## **2.5 Employees**

Staff have the following responsibilities:

- To comply with all relevant legislation and to read and adhere to the company Health and Safety Policy. They are to seek guidance from managers on their duties when they have problems understanding their duties or have reading or sight impairment.
- To ensure that company's safety procedures are carried out.
- To ensure that all Personal Protective Equipment is properly worn and used in accordance with manufacturers' guidance and recommendations.
- To report any faulty or defective equipment, plant, tools, machinery, building, unsafe behaviour to management immediately. Do not attempt to repair any faulty electrical equipment.
- To report immediately any serious health issue or impending prosecution (including driving prosecutions) to their manager.

- To ensure they are fully conversant and comply with all Risk and COSHH Assessments, Method statements, permit to Work procedures, and other safe working practices.
- To keep emergency stairs, corridors and exits free from obstruction
- To switch off all electrical equipment before leaving the premises.
- Not smoke anywhere in or on the premises.
- Not to interfere with or misuse anything provided in the interests of health, safety, and welfare.
- To make themselves available for Health and Safety training, as the Company deems necessary.

### **3.0 Management Arrangements**

#### **3.1 Identifying Requirements and Planning**

The H&S requirements come from a number of main areas:

- Instruction from the DRHS.
- Regulatory bodies.
- Strategic objectives that need to be implemented.
- Regulatory and other external requirements.
- Sector and industry associations.
- H&S hazards that fall within the organisation's control.
- H&S hazards that have been identified by others as affecting our work activities.
- Information received from our operations Manager or Health and Safety Coordinator.

The H&S requirements will be identified by:

- Regular H&S audits
- Regular H&S inspections
- Risk assessments
- Legislation and standards
- Information and instruction received internally/externally.

#### **3.2 Communication**

Management shall encourage effective two-way communication of information between all parties involved in the business activities including others e.g. contractors, etc.

Communication protocols will be established with others prior to the contract and premises occupation and communicated to relevant parties.

The company and the supervisory management team views communication between themselves and employees as an essential part of effective health and safety management. Participation of all relevant personnel in the risk assessment process is essential as is the effective passing of standards, information and instruction to others.



Employees, suppliers and contractors are actively encouraged to report all accidents and near miss incidents. Even more important is to feed-back concerns to management if potential hazards or uncontrolled risks are identified.

For employee information the Health and Safety Law poster "What You Should Know" will be prominently displayed in a prominent place with local information added, for example contact details of health and safety contacts.

### **3.3 Competence**

Competence is generally accepted as the ability to apply practically a mix of knowledge, skills, experience, or other qualities to a particular task. An individual should be sufficiently competent to not only carry out the routine task, but to be able to cope with unexpected changes and/or situations that may arise.

It is not appropriate just to rely on the assumption that someone is capable of carrying out a task because it is perceived to be just 'common sense'.

The company recognises that it is duty bound to determine the levels of competence held by making reasonable enquiries of individuals.

This may take the form of:

- questioning - not only to obtain information on previous work and experience, but also to give examples of situations that may arise during a contract, and establish how individuals would deal with it in a safe manner
- proof of experience of similar work, e.g. references/testimonials
- sight of certificates of technical qualification and possibly checking with the issuing body
- checking membership of relevant professional organisations and associations
- personal knowledge of the person's ability.

The company recognises its obligation under Regulation 7 of the Management of Health and Safety at Work Regulations to offer access to competent health and safety assistance to help with compliance of relevant statutory provisions.

### **3.4 Consultation**

The company has in place a two-way communication system that will enable it to fulfil its legal obligations to consult with all staff in good time, so that their views can be considered and suggestions for health and safety improvements through a staff and pupil Health and Safety Committee. The following matters are relevant to these meetings and discussions where there are health and safety implications:

- The introduction of new methods of work, including introducing new technology and equipment.
- The arrangements for nominating designated 'competent people' to help us satisfy health and safety laws.
- Any change which may substantially affect their health and safety working practices e.g. in procedures, equipment or ways of working, location of work, work times etc.
- Information about the likely risk and dangers arising from their work, measures to reduce or get rid of these risks, and what they should do if they have to deal with danger.
- Plans of health and safety training.
- The health and safety consequences of introducing new technology.

The management team view communication between themselves and staff as an essential part of effective health and safety management to allow health and safety concerns by employees to be raised and actioned.

Information will be communicated.

- Via email
- During daily debriefing

### **3.5 Control**

Supervisory and teaching management will always ensure that adequate risk assessments and associated controls are in place in all workplace activities. This means knowing what is going on at all times. It includes activities undertaken by the carers under company control as well as all contractors and specialists.

Special risk assessments for staff relating to health problems, stress, pregnancy, lone working, fire, will be carried out by competent persons.

Control has for the most part to be delegated to key personnel and supervisory teaching management must satisfy him/herself that others are competent to do this and fulfil their responsibilities.

### **3.6 Information**

Information relating to health, safety and the environment will be conveyed to employees, pupils and others who may be affected, in one or more of the following ways:

- Notices on notice boards
- Signage
- Letter or email to individuals

- 1 – 1 conversation
- Briefing by individual supervisory management such as “toolbox talks”
- Briefing by the Health and Safety Advisor or Safety Manager
- Access to periodicals and the information resource.

Supervisory management and teaching team are responsible for the provision of adequate information to employees. If employees are concerned that the information, they receive is inadequate to maintain their own and others safety, it is their duty to inform their supervisory manager accordingly. Similarly, employees are expected to take reasonable steps to familiarise themselves with published information and to take notice of it.

### **3.7 Instruction**

Instructions, in health and safety law terms, are orders or directions irrespective of the way in which they are issued – i.e. verbally or in writing. Supervisory managers must issue adequate instructions to employees and carers to maintain health, safety and welfare.

The majority of instructions necessary are contained in this document and other associated guidelines such as Staff/Carer Handbooks. The requirements of these documents are to be regarded as instructions.

### **3.8 Monitoring – Reactive/Proactive**

The various monitoring activities include:

- checking and inspection of equipment
- auditing for compliance with H&S procedures and legislation
- identifying opportunities for improvements either in procedures and H&S performance
- auditing to check H&S performance improvement

The following is a list to be monitored:

- fire alarms
- smoke detectors
- portable electrical equipment
- emergency lighting
- fire extinguishers
- asbestos
- water temperatures
- emergency/fire evacuation (numbers)
- portable electrical items
- accident and incident performance
- auditing/inspection

Equipment checking and bi-annual inspections will be overseen and managed by the Operations manager who will carry these out to an agreed schedule with equipment providers and records retained.

### **3.9 Reviewing**

Periodic review of the health, safety performance is a responsibility of the Head Teacher to ensure the continuous improvement of the safety management system and an annual report submitted by the Head Teacher to the Governing Body.

Risk assessments will be subject to annual review or if new information comes to light, as a result of a RIDDOR reportable incident or things change.

### **3.10 Supervision**

Supervision (keeping under 1:1 observation) provides direction; help, guidance, example, and discipline to ensure systems and procedures are correctly and consistently applied by staff.

Staff, suppliers, and contractors must be supervised to ensure safety. The supervisory management team will ensure that all those operating within their areas of control are adequately supervised at all times or shadowed for a particular timescale.

In line with the Safeguarding policy any staff member supervising vulnerable children must be subject to the appropriate disclosure and barring check before a supervised activity is permitted, and this must be repeated every 3 years. Disclosure and barring checks are non-transferrable from outside organisations.

All students shall be supervised to a level to ensure their health and safety. The Head Teacher is responsible for ensuring that suitable arrangements are made for supervision of their pupils during break times, during after school activities and for off-site visits.

### **3.11 Training**

In addition to Induction training, where deemed necessary, the Head Teacher will arrange for employees to undertake other types of training in health and safety related subjects. This will be dependent on their job responsibilities e.g., safeguarding, manual handling, DSE facilities, first aid, fire warden etc. Training is seen as an important risk reduction method to allow the organisation to provide a competent workforce.

The Head Teacher will assess staff training needs and identify minimum health and safety competencies and safeguarding for certain activities. Where appropriate members of staff will receive training in some or all of the following categories:

- Induction to include this Policy.
- Safeguarding.
- Fire awareness and emergency evacuation procedures for the premises where they work.
- The risk assessment process and hazard reporting
- Accident and near miss reporting procedures.
- First aid and occupational health arrangements
- Health and safety consultation procedures.

Training needs will be kept under constant review through the performance assessment process and the annual audit.

Information on all training courses attended and job training must be given to the Head Teacher who will keep records.

## **4.0 A-Z Arrangements**

### **4.1 Accident reporting, recording and investigation**

Serious injuries and diseases at work, in the school premises or as a result of work activities are to be reported to the Head Teacher who will take the lead on the investigation with the Health and Safety Executive/Local Authority as under RIDDOR 13 in conjunction with the Operations Management and Health and Safety Advisor.

Dangerous occurrences including the collapse of, overturning of, or the failure of load bearing parts of lifts and lifting equipment are reported to the HSE/Local Authority under RIDDOR 13 by the Head Teacher in conjunction with the Operations Management and Health and Safety Advisor.

Full procedures and a list of reportable accidents can be found on the Health and Safety Intranet site.

Any RIDDOR reportable incident to be notified to the Chair of Governors.

### **4.2 Asbestos**

It is the policy of the company to comply with the Control of Asbestos Regulations and associated guidance and ensure that adequate arrangements are in place to identify and manage any asbestos present.

The Operations Manager ensures that any contractors and others such as site supervisors etc working on our behalf have sight of the plan and access to sufficient information about

the location and condition of asbestos containing materials before they start work any work on the premises.

Employees that are likely to be exposed to asbestos as part of their work activity e.g. Facilities team will be provided with appropriate information, instruction and training to understand the risks and controls necessary and the actions to take should asbestos be discovered. This training will be given by a suitably qualified person and repeated annually.

Staff are not permitted to drill or affix items that are likely to penetrate walls etc without first obtaining approval from the Operations Manager or Head Teacher and checking the plan for the whereabouts of asbestos.

Staff are to report damage to asbestos materials or where this has been detected without delay to the Operations Manager and the Head Teacher and plan to isolate the area of detection until it has been authorised by the Operations Manager and deemed to be safe.

Note: Asbestos is not harmful unless it is disturbed and creates a dust which can be inhaled

### **4.3 Contractors**

It is the policy of the school to ensure that where contractors are selected and appointed to carry out work on its behalf, that those appointed can verify their competency to carry out their work safely and to comply with current and relevant health and safety legislation and a member of a Safety Scheme in Procurement Scheme (SSIP) e.g Contractor Health and Safety Assessment Scheme (CHAS) or equivalent.

Projects and notifiable construction work fall under the Construction Design and Management Regulations and will be complied with.

Staff should report contractor related concerns to the Head Teacher who will contact the Operations Manager.

### **4.4 Drugs and medications**

Employees using proprietary medicines with known side-effects such as drowsiness should inform the Head Teacher especially where machinery is operated, driving is involved or working directly with pupils and their work performance may affect the level of risk.

### **4.5 Electricity and portable appliances**

Anybody coming into contact with the domestic electricity supply of 240v could be injured. Whenever any work is being carried out involving electricity, special care must be taken to avoid risk of electrocution.

A visual inspection of portable appliances must be carried out by the user prior to use and defective equipment removed from use (plug cut off) and reported to the Operations Manager or the Head Teacher.

Inadequately designed, installed, or maintained electrical systems can lead to fires and in some cases explosion, particularly when incorrect electrical installations are installed in potentially flammable areas.

It is the policy of the school to ensure that:

- All electrical systems and equipment are properly designed, installed, used and maintained.
- All repairs, modifications and maintenance works are carried out by competent persons
- A thorough and visual inspection and testing regime has been established for electrical systems and equipment and overseen by the Operations Manager who retains the records
- Specialist equipment is subject to an inspection, test and maintenance programme by an appointed specialist approved contractor.

Before any personal electrical equipment is brought onto organisation premises by employees, contractors, or pupils, approval must be obtained from the Operations Manager or the Head Teacher where appropriate.

#### **4.6 Fire precautions and procedures and emergencies**

The Operations Manager is responsible for keeping the fire risk assessments under review annually and ensuring an up to date Fire Emergency Plan is implemented to manage the fire risk at each premises in compliance with the Regulatory (Fire Safety) Order. Additional risk assessments will be prepared for situations that fall within the requirement of The Dangerous Substances and Explosive Atmospheres Regulations

The Head Teacher will inform their staff, and others where affected, of the arrangements in place when they join the company at a suitable induction for example:

- All fire instruction notices are to detail the arrangements for evacuation and the assembly point.
- All escape routes are to be regularly checked to be clear of obstructions.
- All designated fire exit doors are to be checked for safe operation.
- Staff are to be made aware of the sound of the fire alarm and the appointed fire marshals.
- All equipment provided for fire detecting and fire fighting in position and access not obstructed.
- Promotion of fire safety in the work setting.

The Operations Manager is responsible for informing contractors of the fire arrangements when working on site and implementing the contractor arrangements for the annual maintenance and test of all fire extinguishers and the planned servicing testing of fire alarm,

smoke alarm and emergency light systems and hold records of these systems on each premises.

Staff will be made aware of the Evacuation Assembly points and have been trained in the evacuation procedure. Some nominated staff and teachers will receive special training where appropriate e.g. a staff or pupil personal emergency evacuation plan (PEEP) or closing down switching off gas, plant or equipment

The Head Teacher will arrange for regular staff fire awareness training and at least two evacuation drills per year. The evacuation drill will include pupils and a record of the drill will be made and an evaluation carried out and evaluated by the Operations Manager

- Fire exits and escape routes are to be suitably signed, kept clear and maintained.
- Smoking is not permitted on the premises
- All heating and electrical appliances are to be positioned in a safe manner to avoid fire risks.
- Good housekeeping in respect of rubbish and waste accumulation must be implemented and managed.
- The supply and storage of flammable liquids and gases is in accordance with the Dangerous Substances and Explosive Atmospheres Regulations guidance.

## **4.7 First Aid**

It is the policy of the company to ensure that suitable and adequate first aid arrangements have been made available and put in place for all employees and pupils.

First aid is intended to prevent death and minimise the consequences of injury until suitable assistance can be summoned. The company will provide adequate first aid facilities for employees who may become ill or injured during their working day.

The school will ensure that:

- All employees are aware of the procedures to follow in the event of an accident, or illness at work requiring the provision of first aid.
- Suitably trained employees are available to take charge of the situation.
- Suitable first aid equipment and facilities are available.
- A sufficient number of first aiders have been appointed based on assessment of risk, which takes into account sickness and other absences.
- The first aider is notified of any accident and incident and summons the ambulance.

All first aiders must attend a first aid training course that meets the required national standard and repeated within the required timescales. Records of training will be maintained by the Operations Manager and the Head Teacher and is available for inspection upon request.

First-aiders will:



- Deliver the correct and appropriate care to a casualty within the parameters of his/her training.
- Refer the casualty if necessary to medical assistance.
- Oversee the scene of an accident to ensure any injured parties are made secure and comfortable until medical assistance arrives.
- Make decisions on the priorities of treatment for injured parties if a major incident occurs.
- Have a thorough knowledge of the premises and evacuation procedures.
- Report and record accidents in the workplace.
- Set an example in maintaining a healthy and safe workplace.
- Keep themselves up to date with latest first aid techniques.
- Maintain an up to date first aid box in line with current requirements.
- Maintain confidentiality.

Suitable first aid kit(s) have been made available at accessible locations and subject to routine inspection by the Operations Manager and First Aiders as appropriate, to ensure the content remains suitably stocked and fit for purpose. Under no circumstances must the first aid kits as supplied by the school contain any medication (pills, mixtures, creams, sprays etc.)

## **4.8 Food Hygiene**

The Food Hygiene (England) Regulations oblige 'food business' operators to notify the competent authority of EACH establishment under its control and ensure that the competent authority has up to date information on establishments.

The school facilities are not currently defined as a 'food business' facilities or prepare food as part of organised events (sandwiches and food items for staff celebration are low risk and purchased locally from supermarkets).

However, the school recognises that on occasion there may be a need to handle low risk food e.g., by a staff member, therefore has aligned food preparation procedures to the HACCP principles set out in the Food Standards Agency 'Safer Food Better Business' pack. This will be retained in the school premises kitchenettes along with a food hygiene risk assessment where appropriate. Child support plans will detail food related procedures e.g. allergies, needs etc.

Staff members who may be required to handle low risk food will be trained to Food Hygiene Level 2 (City and Guilds) and complete a Health Questionnaire identifying illness and conditions that would prohibit the preparation of or contact with food.

## **4.9 Gas safety**

The Operations Manager is responsible for ensuring that an annual inspection and examination of gas boilers in the premises is carried out by a Gas Safe Registered Engineer employed under contract and records are suitably retained and made available upon request.

All work on gas systems must be subject to a suitable and sufficient risk assessment and supplied in advance of works.

Gas pipes will be subject to pipe marking.

Gas meters' cupboards and boiler rooms must be kept free of combustible materials and be subject to routine inspection.

## **4.10 Glass glazing windows & doors**

All glass in doors, side panels is to be safety glass, all replacement glass is of safety standard. Glass viewing panels in fire doors must not be obscured or covered over by staff.

Window restrictors that cannot be compromised have been fitted to all windows where there is a chance of falling. Windows and doors are subject to routine inspection maintenance testing overseen by the Operations Manager.

Breakage/damage and faulty doors and windows are reported to the Operations Manager

## **4.11 Grounds – safety/security**

The exterior grounds are subject to routine inspection and a maintenance regime planned and overseen by the Operations Manager.

Damaged and faulty equipment is to be removed from use and reported to the Operations Manager.

## **4.12 Hazardous substances (COSHH)**

Tasks involving the use of hazardous substances e.g. horticulture, cleaning activity is subject to a COSHH assessment for those products and substance used by maintenance, staff, cleaners and contractors.

Staff, cleaners, maintenance and contractors will be trained in safe use, selection and use of protective equipment and storage arrangement.

These Contractors are appointed by the Operations Manager and the supervising management team are responsible for checking that their health and safety procedures, including obtaining Data sheets and carrying out COSHH Assessments calling upon the Safety Advisor for input, have been prepared to a satisfactory standard, and that locked storage facilities for chemicals and equipment are available.

The chemical storage cupboards and Highly Flammable Storage cupboards (yellow, signed, well ventilated) are to be kept locked and storage kept to a minimum.

The company recognise the use of chemicals or other hazardous substances such as dust, fibres, silica etc may put people's health at risk, causing diseases including asthma, dermatitis or cancer and where this is the case mechanical controls such as local exhaust ventilation fitted to woodworking machinery and health surveillance will be put in place where appropriate.

#### **4.13 Homeworking**

Under the Health and Safety at Work etc. Act 1974 and supporting regulations, the school has a legal responsibility to protect the health, safety and welfare of their employees. This responsibility is extended to employees that work at home on official business, either permanently or on an ad-hoc occasions.

Although the home working location is not under the direct control of an employer, the company remains responsible for ensuring that measures are taken to reduce the likelihood of an injury or ill health happening to a home worker (or even damage to their property).

The school will ensure that managers and home-workers fulfil their health and safety duties while working from home. It is expected that most, if not all home work, is deemed to be 'low risk' and will involve using a computer.

- Computer work is subject to assessment (self-assessment)
- Electrical equipment, where supplied, is subject to test and inspection to ensure that it is safe.

#### **4.14 Housekeeping – storage cleaning and waste disposal**

It is the policy of the school to ensure that the school premises it is kept sufficiently clean and that waste is promptly removed to maintain a good standard of cleanliness. Cleaning such as wet floor cleaning is carried out, out of normal working hours in accordance with a cleaning schedule overseen by the Operations Manager and caution wet floor signage displayed, doors locked to prevent access to minimise the risks of slips and falls and floors are not overly polished.

Snow and ice clearing facilities (shovels and grit boxes) are supplied and suitably stocked before the winter months. The facilities team are responsible for clearing snow and ice and are provided with personal protective equipment and manual handling training.

Risk assessments are sourced from externally appointed cleaning contractors where appointed covering areas such as work equipment, cleaning chemicals, waste disposal and electrical services, as well as lone working.

The company operates a waste recycling regime with suitable arrangements are in place to ensure safe storage with regular audits to remove unwanted redundant electrical items furniture and furnishings that are unwanted and accumulate in storage areas.

Exterior bins are suitably sited within their own compound with lockable lids that are inaccessible to unauthorised persons and others.

Sharp boxes are used to dispose of sharps such as blades, knives, sharp tools, needles, and the disposal of glass.

Suitable arrangements are in place for the removal of sanitary bins for soiled materials by a licenced contractor and exposure to bodily fluids and disposal is subject to risk assessment.

#### **4.15 Lone Working**

There are occasions when company staff may be expected to work alone, for example at the weekend, open up a property etc. Whether a staff member or contractor is allowed to work alone depends both on the degree of risk posed by the task and on the ability of the individual to control his/her exposure to that risk.

The Head Teacher must be informed before a staff member intends to work alone out of normal working hours including the weekends.

Lone Working is subject to risk assessment where there is significant risk of to the staff member or contractor to ensure those risks are suitably managed and contact arrangements are in place. The H&S Advisor may be contacted to give input.

#### **4.16 Manual handling**

It is the policy of the school to ensure that wherever reasonably practicable the need for manual handling is avoided. Where Manual Handling cannot be avoided then a competent person will assess all activities to ensure the manual handling is necessary and reasonable to be carried out by a competent person.

The assessments will be reviewed whenever the work activity significantly changes. This may include a change in working practices, a change in the types of loads handled, or a change in the layout of the workplace.

All staff who are involved in Manual Handling activities e.g., Facilities, admin etc will be given appropriate training were identified as part of the risk assessment and information.

Where provided all staff must use manual handling aids such as the trolleys provided. Trolleys and other handlings aids are subject to inspection by the Operations Manager.

#### **4.17 New and expectant mothers**

It is the policy of the school to ensure that pregnant employees', or any mother who is returning to work after childbirth, is not exposed to risks to health, safety, and welfare.

Staff must notify the Head Teacher, as soon as possible when they are aware of their pregnancy. This should be followed by a written certificate from their medical practitioner to confirm the pregnancy (Mat.B.1).

The Head Teacher will carry out a risk assessment of the pregnant employee's activities. It is expected that the employee will co-operate with this risk assessment.

Where risks are identified action must be taken to reduce these to the lowest practicable level. This may involve temporarily adjusting the employee's working hours and/or conditions. If risks cannot be avoided by other means, suitable alternative work should be offered if available.

Completed risk assessments are held on the staff personnel file and a copy given to the staff. The risk assessment is kept under review by the Head Teacher throughout the pregnancy. Any relevant information from the staff GP or midwife will be forwarded to the Head Teacher by the pregnant staff.

#### **4.18 Noise**

The Head Teacher must identify areas in which there is a risk of damage to hearing considering the way in which equipment may be used. In making this decision no account can be taken of the effect of wearing any ear defenders. Occupational hygienists may be required to carry out noise surveys.

When the work activity is so noisy that people have to shout at each other at normal speaking distance to make themselves heard e.g. horticulture machinery, maintenance equipment, a Noise Assessment will be carried out by the Safety Advisor in accordance with the Noise at Work Regulations.

If identified as necessary by risk assessment, new employees who may be expected to be regularly exposed to noise levels above the second action level should have their hearing tested shortly after joining the school and retested at regular intervals.

Management must make and enforce site rules governing when and where hearing protection must be worn. These rules must apply to all persons who may be on site, even for short periods, and brought to the attention of all who may have to comply with them.

- Safety signs should be posted to designate areas where hearing protection must be worn and remind persons of the need to comply with the site hearing protection rules.
- Sufficient clean hearing protection must be kept on site for use by visitors.
- Staff must not misuse noise reduction equipment e.g by leaving noise enclosure doors open, removing silencers etc.
- Hearing protection must be worn in designated areas.

There are several types of hearing protection i.e., earmuffs, ear plugs and canal caps. To be suitable hearing protection must:

- Conform to an appropriate standard [marked with the CE mark].
- Be suitable for the wearer's work activity and where possible personal preferences.
- Be adjustable so that it provides a good fit.
- Not hinder the user hearing warning signals.
- Note ear plugs or canal caps must only be inserted when the users hands are clean.
- Hearing protectors must be periodically checked for cleanliness and damage and replaced if damaged e.g.
  - Cracks or holes in muffs;
  - Ear muff seals are torn or hardened or the sound absorbent lining is exposed and damaged;
  - Ear plugs are not soft and resilient;
  - Headbands have lost their tension; or
  - At intervals recommended by the manufacturer.

Cleaning facilities should be provided and used immediately after wearing the hearing protectors.

Earmuffs should be stored in a dry clean cool dark place out of direct sunlight [as excessive heat and UV will rapidly weaken the plastic] away from chemicals, preferably in a locker. Plugs if not designed to be reusable should be thrown away immediately after use.

#### **4.19 Occupational health – stress and staff wellbeing**

It is the policy of the company to prevent staff suffering work related illnesses resulting from its activities. Work related ill health, also known as occupational ill health, describes an illness an employee suffers because of exposure to work hazards.

Examples of occupational ill-health:

Health Risk	Ill Health Effect
Handling heavy or awkward loads. Poor work posture, repetitive or forceful movements	Musculoskeletal disorders, e.g., bad back, pains, strains and sprains, RSI, upper limb disorders.
Breathing in and handling hazardous substances – e.g., asbestos, solvents, dust, and other chemicals.	Cancer, asthma, bronchitis, fibrosis, poisoning, dermatitis, burns.
Stress – e.g., excessive workload or work pace, conflicting priorities.	Can contribute to high blood pressure, heart disease, depression.

The school is committed to identifying and controlling health risks that occur within its operation. Listed below are areas of occupational health management covered by the organisation. It is the responsibility of an employer to manage its activities to avoid employees suffering occupational ill health.

- Risk assessment. The management of occupational health will be included as part of organisation H&S risk assessment programme.
- Employment assessment. Following appointment all new employees will complete a health questionnaire (maintained as confidential).
- Reporting of occupational ill health incidents. An important feature of occupational health management is identifying and investigating cases of work-related ill health.

Should an employee report any ill health which is believed to be work related the Head Teacher will carry out an investigation to determine?

- If the sickness is caused by work
- If the sickness could have been made worse by work
- If the sickness could have been caused by work and what the likely causes might be

The Head Teacher will:

- Make recommendations to remove or control the ill health risks and plan to implement.
- Improve awareness of occupational ill health issues.

The difference between an injury and occupational ill health is:

- An injury is due to a sudden instantaneous event, the effects are usually acute and may occur during a short timescale.
- Occupational ill health is usually cumulative and will often not be linked to any one event. The effects are usually more long term.

Sickness absence. Head Teacher will monitor sickness absence to:

- Provide positive encouragement for health improvements to relevant individuals.
- Identify any occupational causes of ill health and specify action to improve the situation.
- Facilitate a speedy return to work where appropriate.

Health-records. Records of staff absence due to ill health are kept by the Head Teacher.

## Sickness Absence

An assessment to establish the capabilities of staff will be arranged by the Head Teacher for those staff members returning to work after sickness absence in accordance with the Sickness Absence Policy to establish adjustments to be made.

### **4.20 Personal protective equipment (PPE)**

Any member of staff who may be exposed to a health and safety risk whilst at work may be provided with suitable, correctly fitting and effective Personal Protective Equipment (PPE) where the risk has been determined to be necessary. PPE is regarded as a "last resort" in control measures that can be put in place to minimise risks that may be involved in carrying out a particular task.

All PPE provided by the company will be properly selected by as being suitable prior to being used by staff. Any member of staff or staff will be provided with PPE free of charge and will receive comprehensive training, information and supervision on the proper use, maintenance and purpose of the equipment.

All PPE provided by the company will be maintained in good working.

### **4.21 Reporting defects**

Significant hazards should be reported directly to the Head Teacher and management and interim measures taken pending rectification and remedial works arranged.

### **4.22 Safety signs and signals**

It is the policy of the company to ensure compliance with safety sign and signal legislation and ensure those whose first language is not English are able to understand health and safety signage.

Where a potential hazard cannot be controlled by other means, safety signage will be provided to comply with the Health and Safety (Safety Signs & Signals) Regulations. This includes signs needed for fire and first aid needs. Where the need for warning or safety signs has been identified by a risk assessment, or from an inspection, signs will be provided which comply with appropriate standards and format.

Signs provided for safety purposes will display appropriate pictograms and be coloured according to established convention. For example:





### **Prohibition Signs**

Prohibition signs are used to prohibit actions to prevent personal injury and the risk of fire.



### **Mandatory Signs**

Mandatory signs convey action that must be taken, e.g. procedures in case of fire.



### **Warning Signs**

Warning signs are to warn personnel of possible dangers in the work place.



### **Safe Condition Signs**

These show directions to areas of safety and medical assistance and to indicate a safe area



### **Fire Equipment Signs**

These show the location of fire equipment and compliance with Fire Precautions.

## **4.23 Shared use of school premises and lettings**

The school does not share or let its premises to 3rd parties at present. In likelihood of change the following will apply but not be limited to

- Restrictions on use of equipment and no go areas
- First aid
- Fire and emergency arrangements
- Lighting and refuse
- Risk assessments for activities undertaken
- Insurance liabilities
- Waste management

## **4.24 Smoking**

Smoking presents a significant risk to health and safety through fire and exposure to passive smoking. The Health Act 2006 prohibits smoking inside all public buildings and all workplace premises. Smoking is therefore not permitted in any part of school premises, grounds or vehicles used for business purposes.

## 4.25 Transport vehicles used for business

The school will:

- Comply with regulatory requirements.
- Provide standards not less than those set out in any relevant approved codes of practice.
- Take all reasonable steps to ensure as far as reasonably practicable that employees driving minibuses do so in a manner that reduces the risk to themselves, other employees, passengers or any other person who could be affected.
- Carry out disclosure and barring checks for drivers pupils.

The Head Teacher must ensure that authorised staff who drive in the course of their work duties have a valid driving licence (special licence may apply to minibus drivers), are suitably trained for the vehicle and are medically fit and hold the appropriate business insurance.

Drivers (in conjunction with the Head Teacher) are responsible for ensuring that suitable and sufficient risk assessments are in place for driving activities and that these are adequately communicated to employees and control measures implemented.

Journeys will be planned, and it is recognised that driving for extended periods e.g. after long days is both tiring and stressful. The school will not make unreasonable demands in this regard and drivers themselves will take reasonable rest periods to avoid excessive fatigue. Fatigue will be considered as a foreseeable risk within the assessment for driving vehicles.

Risk assessments must be proportionate to the level of risk involved in the driving activity.

Aggravating risk factors include:

- Transporting children
- Carrying items of equipment (particularly large/heavy; fragile or high value items);
- Driving outside of normal working hours, or in adverse conditions (e.g. evening trips etc.)
- Items secured properly
- Moving and handling risks controlled
- Length of journey
- Fatigue

Special school children specific risk factors include:

- Distraction
- Behavioural traits
- Learning disabilities
- Medication requirements
- Medical needs and conditions
- Moving and handling requirements
- Wheelchairs or other mobility aids

In these instances, the risk assessment will need to cover these risks. This may necessitate risk assessing both the individuals being transported and the driving activity itself. In some

cases, risk assessments for individuals may be included in pupil support plans and communicated.

The school must ensure that drivers know what to do in the event of an emergency whilst driving, e.g. the arrangements for contacting colleagues, the emergency services and breakdown organisations etc.

### Seatbelts

The law requires seatbelts to be worn where fitted. Passengers 14 years and over are responsible for ensuring that they wear seatbelts. In the case of passengers under 14 the driver is responsible for ensuring that they wear a seatbelt.

Drivers also owe a duty of care to all passengers by ensuring everyone keeps their seat belts on. The driver must issue a verbal instruction, prior to departure, and notices near all the seats should reinforce this. Drivers must be prepared to refuse to move until they are sure all seat belts are secured.

In passenger cars, children under 12 years of age or under 135cm in height require a child seat or booster seat as appropriate. It is the responsibility of the driver to ensure that these are correctly specified and fitted.

### Company Vehicles Maintenance

Company vehicles must have:

- Current valid business insurance
- Regular MOT and servicing
- Regular servicing

### Vehicle Checks

All driving staff /those using their own transport must carry out checks on their vehicle before they travel. Checks should include proper inflation of tyres, clean windows, mirrors properly adjusted, all lights in working order, windscreen wipers and screen wash in working order.

### Smoking

Smoking is not permitted in any vehicle used for business purposes

## **4.26 Violence to staff and challenging behaviour**

Staff receive appropriate training and are given support to recognise and deal with incidences of challenging behaviour or bullying and are offered emotional support through counselling.

The school has a requirement for all staff to report all incidents of verbal & physical violence which are investigated by the Head Teacher.

## **4.27 Visitors**

Upon arrival all visitors and contractors must fill in the visitor's book at reception. All visitors must be accompanied by a company staff member at all times. If visitors are observed to breach any of the school H&S rules, they must be advised accordingly and may be escorted from the premises at the discretion of Head Teacher.

Reception employees must request that visitors read the H&S statement at reception and will be notified of the Generic Standard Emergency Evacuation Plans where they apply.

## **4.28 Vulnerable people and disability**

The school is committed to making reasonable adjustments to enable individuals to carry out their work in a safe and easily accessible environment. Should this be required in the future, the Head Teacher would be responsible agreeing what adjustments can be made.

Alternative arrangements, e.g. home-working with regular contact from the office, and arranging meetings in alternative offices would also be considered. Impairments will be considered on an individual basis and a Personal Emergency Evacuation Plan (PEEP) prepared and implemented.

The reception desk remains vigilant for visitors or others with disabilities and notifies the Head Teacher. The reception team and site staff fully conversant with the emergency response procedures and will respond accordingly in line with the emergency procedures.

Generic Emergency Evacuation Plans are in use for unexpected visitors or employees who may have difficulty in the event of an evacuation. These are held by the reception.

## **4.29 Waste management**

All general waste should be disposed of via the use of shredders, red confidential waste bins, wet waste bins, dry recyclable waste bins and high volume blue bins. The Head Teacher should be contacted for larger waste items.

All general waste will be collected, stored and disposed of by the cleaning contractor.

### **4.30 Water quality/temperature and hygiene**

Testing of water systems on the company premises that are susceptible to Legionella undergo testing by the appointed contractor via Head Teacher who retains and updates records:

- Periodic testing of the temperature of taps based on a rolling programme

### **4.31 Welfare**

Each area of school occupied premises will:

- Have adequate ventilation.
- Have a comfortable temperature be adequately illuminated.
- Be adequately cleaned.
- Have adequate workspace.
- Have suitable and sufficient workstations.
- Have safe access to and egress from the building.
- Have fresh water, supply washing, shower and toilet facilities.

### **4.32 Work equipment**

The Head Teacher is responsible for overseeing the company asset register and the implementation of the planned maintenance schedule for all equipment that requires periodic inspection, examination, testing and retaining records. For example

- Boilers and heating systems
- Fire alarm smoke detection emergency lighting

When new equipment is required, the Head Teacher selects this and defines whether it is suitable for the work activities.

### **4.33 Workplace safety**

The school will comply with the law as set out in the Workplace (Health, Safety and Welfare) Regulations and associated guidelines namely assessing all foreseeable risks relating to that workplace under its control.