

# 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.

We are committed the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

This policy covers staff, visitors, and children being within the school, and others affected by the work activity and company business facilities. This policy has due regard to all relevant legislation including, but not limited to:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment at Work Regulations 1992

- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

## **2.0 H & S Responsibilities**

### **2.1 The Headteacher and Governing Body**

The Headteacher, in conjunction with the Governing Body, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.

- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

## **2.2 The Headteacher**

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

## **2.3 Health and Safety Officer**

The health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

## **2.4 Senior Leadership Team (including those with departmental leadership responsibilities)**

The Senior Leadership Team (including those with departmental leadership responsibilities) will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

## **2.5 All Members of Staff**

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.

- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

## **2.6 Pupils**

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

## **3.0 Training and First Aid**

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in using machinery or having responsibility for the storage and accountability for potentially hazardous materials, for example for science or woodwork lessons.

### **3.1 First Aid**



The school will act in accordance with its First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school.

When conducting a first aid needs assessment, the school will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

The school will teach Health Education to pupils, including further first aid, such as how to administer CPR and the purpose of defibrillators.

The headteacher will ensure that there is an appropriate number of first aid trained staff members working within in each classroom.

The following staff members are trained first-aiders:

Name	Department Location	Certification expiry date
Raluka Savu	Cornfields School	January 2028
Nicole Douglas	Cornfields School	January 2028

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
School office	Raluka Savu/ Nicole Douglas
First aid room	Raluka Savu/ Nicole Douglas

Suitable first aid kit(s) have been made available at accessible locations (above) and subject to routine inspection by the Headteacher 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.).

### **3.2 Contacting the Emergency Services**

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so.

Where an ambulance is called for a pupil, office staff or first aiders will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is at the rear of the school building in the playground area. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

### **4.0 Accident Reporting and Investigation**

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer (or Headteacher if no officer available) using the standard Accident Report Form.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

The school will always record and report work-related injuries to staff members or pupils.

#### **4.1 Reporting Significant Accidents**

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe

- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma

- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

#### **4.0 Reporting Procedures**

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address.

Fatal and specified injuries may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

## 4.1 Reporting Hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the Headteacher as soon as possible, who will then inform the Governing Body as appropriate.

Serious hazards will be reported using the appropriate form available on the government HSE website <https://www.hse.gov.uk/forms/incident/>

## 4.2 Accident Investigation

All accidents, however minor, will be investigated by the health and safety officer / Headteacher and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Governing Body will undertake **monthly** evaluations of all reported incidents. They will then identify patterns and trends to take corrective action and minimise the reoccurrence of any incident or illness.

## 5.0 Active Monitoring System

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Termly reports and updates to the Governing Body.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## 6.0 Risk Assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

**Termly** assessments of high-risks areas, such as kitchens, will be undertaken. Annual risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The Governing Body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty.

The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## **7.0 Slips and Trips**

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings

- Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

## **8.0 Fire Safety**

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The Headteacher 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 Headteacher 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 teaches 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 school will test evacuation procedures on a bi-annual basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and

held in the school office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in digital form on SharePoint

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

## **9.0 Sharps**

For the purposes of this policy, "**sharps**" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps.

### **9.1 Handling and disposing of a sharp**

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.



The Headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring the **sharps retrieval kit**.

**Sharps retrieval kits will contain:**

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service. The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the Headteacher, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the **school's sharps bin**.

## **9.2 Sharps injury**

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

## **9.0 Evacuation, Invacuation, Lockdown and Bomb Treat Procedure**

The school will follow the procedure outlined in the Evacuation, Invacuation, Lockdown and Bomb Threat Policy and in PEEPs in the event of a crisis.

All staff fully understand and effectively implement the school's Bomb Threat Policy. In the event of an emergency, the procedures outlined in the Bomb Threat Policy, the Invacuation, Lockdown and Evacuation Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed.

All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

## **10.0 Visitors and Contractors**

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

The school does not share or let its premises to third 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

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.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

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.

## **11.0 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 order.

## **12.0 Work Related Hazards**

### **12.1 Asbestos**

It is the policy of the school 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 Headteacher 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.

Staff are not permitted to drill or affix items that are likely to penetrate walls without first obtaining approval from the Headteacher 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 Headteacher and plan to isolate the area of detection until it has been authorised by the Headteacher and deemed to be safe.

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

## 12.2 Manual Handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, a Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

## 12.2 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.

## 12.3 Occupational Health and Stress Management

It is the policy of the school to take reasonable measures 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.

Should an employee report any ill health which is believed to be work related the Headteacher, with support from the Governing Body, 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 Governing Body/Headteacher 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.

## 12.4 Sickness Absence

The Headteacher 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.

Records of staff absence due to ill health are kept by the Headteacher.

An assessment to establish the capabilities of staff will be arranged by the Headteacher for those staff members returning to work after sickness absence.

## 13.0 Maintaining Equipment

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It will be the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

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 Headteacher.

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 Head Teacher 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 Head Teacher where appropriate.

## **14.0 COSHH**

The school will act in accordance with the school's COSHH Policy at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.

The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Headteacher.

The Headteacher will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

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 school recognises that 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.

The site manager, in liaison with the health and safety officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

## **15.0 Waste Management and Cleaning**

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 Headteacher 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.

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 Headteacher should be contacted for larger waste items.

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

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.

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

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.

The Headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

## 16.0 Infection Control

The school will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up to date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

## 17.0 Food Hygiene, Allergens and Anaphylaxis

The Food Hygiene 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.

### **17.1 Allergies and Anaphylaxis**

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

All staff will ensure that all pre-packed foods for direct sale made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

### **18.0 Medication**

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication.

A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

### **19.0 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 Headteacher, 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 Headteacher 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 Headteacher throughout the pregnancy. Any relevant information from the staff GP or midwife will be forwarded to the Headteacher by the pregnant member of staff.

## **20.0 Gas safety**

The Head Teacher 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.

## **21.0 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 Headteacher.

Breakage/damage and faulty doors and windows are reported to the Headteacher

## **22.0 Grounds – safety/security**

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

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

## **23.0 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. This is explicit in the Staff Code of Conduct, which is read and signed by staff on an annual basis, as well as part of their induction process.

## **24.0 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.

The Headteacher 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 Headteacher) 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

## **25.0 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 Headteacher.

## **26.0 Visitors**

Upon arrival to the school, 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.

## **27.0 Near Misses**

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the Headteacher as soon as possible.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

## **28.0 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.

## **29.0 Monitoring and Review**

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.

The effectiveness of this policy will be monitored continually by the Headteacher and the Governing Body. Any necessary amendments will be made immediately.