The Ecclesbourne School

'Learning Together for the Future'

HEALTH AND SAFETY POLICY

January 2021

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Section 1: STATEMENT OF INTENT

1.1 In accordance with the Health and Safety at Work Act 1974 the Head Teacher and Chair of Governors recognise their responsibility for ensuring the safety of all School staff, students and any other persons such as members of the public liable to be affected by the operations and activities of the School.

It is the intention of the Head Teacher and Chair of Governors to manage the health and safety function of the School through delegated personnel. Through active management of the workplace, safe systems of work and the maintenance of premises and equipment the School will seek to prevent injuries to any person as far as is reasonably practicable.

By a system of assessment of activities the School will ensure that adequate risk control measures are introduced and maintained. Safety performance will be monitored and where necessary measures introduced to improve safety. Where appropriate; staff will be offered training to carry out their jobs safely.

The overriding principle will be to ensure that safety is seen as a part of the overall management systems in place at the School. It is considered essential to ensure that health and safety is considered in relation to all activities and all decisions made by Faculty Heads, Heads of School, Team Leaders and Governors. It will also be necessary to ensure adequate provision of resources to meet this commitment.

The School expects employees, students and visitors to cooperate on safety matters and take reasonable care of their own safety and that of others who may be affected by their actions.

Information, instruction, training and supervision necessary to meet these commitments will be provided for those who require it in, order to perform their job safely.

1.2 **Aims**

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

Section 1a: LEGISLATION

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register

The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

Section 2: DUTIES OF THE GOVERNING BOARD

2.1 Responsibilities

The governing board has a responsibility to safeguard the health and safety of its employees, students at the School and visitors to its premises.

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Head Teacher and Strategic Leadership Team.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The named governor who oversees health and safety is the Chair of the Health and Safety/Facilities Committee.

2.2 Principles

School management is the responsibility of the Head Teacher. It is the governing board's duty to ensure that appropriate arrangements are in place for meeting statutory requirements, including:

- Provision of a satisfactory working environment, including adequate welfare facilities.
- Risk assessment of activities carried out on School premises and carried out outside School premises where the School is responsible for the welfare of staff or students.
- Regular inspection of premises and activities.
- Regular inspection, maintenance and testing of equipment.
- Recording and reporting of incidents and accidents.
- Investigation of incidents Notifiable to the Health and Safety Executive (HSE).

- Recording hazards.
- Identification and funding of corrective action.
- Training of staff as necessary.

2.3 Management arrangements

The Governing board will appoint a Facilities/Health and Safety Committee. The Health and Safety Officer/Facilities Manager will be responsible for reporting to the Facilities/Health and Safety Committee.

The Facilities/Health and Safety Committee will:

- Review Health and Safety arrangements throughout the School.
- Advise School management on Health and Safety issues.
- Review accident and incident reports and initiate remedial action where necessary.
- Review inspection reports and schedules and initiate action where appropriate.
- Seek professional advice where necessary.

The Facilities/H&S Committee will receive reports and allocate funds to ensure the Health and Safety of staff, students and visitors where such funds are required. Where necessary the Chair of Facilities/H&S will seek additional funding from the Chair of Finance.

A Faculty Health and Safety report will be received at each meeting of the Facilities/H&S Committee.

Section 3: STAFF DUTIES AND RESPONSIBILITES

3.1 Duties of the Head Teacher

The Head Teacher has overall responsibility for implementing Health and Safety matters, but may delegate where appropriate to members of staff or external consultants.

The Head Teacher will:

- Ensure implementation of the health and safety policy
- Ensure there are enough staff to safely supervise pupils
- Ensure that the school building and premises are safe and regularly inspected
- Provide adequate training for school staff
- Ensure timely reports to the governing board on health and safety matters
- Ensure appropriate evacuation procedures are in place and regular fire drills are held
- Ensure that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensure all risk assessments are completed and reviewed
- Monitor cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

3.2 Duties of the Deputy Head Teacher – Learning Services

- Have day to day responsibility for all Health and Safety matters in relation to the operations of the School.
- Ensure that the school has a clear plan of action for safety management, which establishes priorities and is reviewed regularly.
- Co-ordinate with the Governing board to achieve standards and procedures prescribed for Health and Safety.
- Ensure the provision of equipment that is fit for purpose, correctly serviced and properly maintained.
- Bring to the attention of the Governing board any matters of health and safety that cannot be resolved, or are of imminent danger to any person.
- Evaluate the need for Health and Safety training and arranging for its delivery.
- Liaise with contractors or their representatives to ensure that any works being undertaken at the School are covered by relevant Health and Safety documentation, e.g. a method statement.
- Co-operate with accredited safety representatives appointed by recognised Trade Unions.
- Carry out periodic audit and inspection in order to monitor and review safety management systems at the School.
- Review the Health and Safety Policy and bring any amendments to the notice of all staff.
- Ensure that procedures are in place for managing Fire Safety and the premises are compliant with Fire Safety regulations.
- Chair the School's Health and Safety Committee.
- Oversee maintenance first aid facilities and accident reporting schemes that are suitable for the School.
- Ensure that hazardous materials and substances are properly stored and disposed of.
- Ensure an effective system is in place for assessing and controlling the risks to Health and Safety of all persons from hazards within the School and any other of its activities wherever they are undertaken.
- Ensure effective communications on Health and Safety exists at all levels.

3.3 Duties of the Health and Safety Officer/Facilities Manager

The named Health and Safety Officer/Facilities Manager is: Stephen Cocking

The Health and Safety Officer/Facilities Manager carries out the day to day functions of the Schools Health and Safety policy. Health and Safety Officer/Facilities Manager will:

- Carry out regular inspections of the School premises.
- Produce reports on Health and Safety issues for the Strategic Leadership Team and the Governors' Facilities/Health & Safety Committee.
- Attend Governors' Facilities/Health & Safety committee meetings.
- Receive reports from staff on Health and Safety concerns and take actions to address concerns where appropriate.
- Ensure that the Fire Procedure is carried out effectively.

- Carry out investigations and produce incident reports for any Notifiable Incident.
- Report all Notifiable Incidents to the HSE.
- Issue Working at Height permits to staff and contractors working at the School.
- Receive and review Health and Safety method statements from contractors working at the School.
- Carry out general workplace risk assessments for staff.
- Carry out other risk assessments as required.
- Oversee First Aid procedures.
- Arrange for repair of identified risks and arrange necessary notices or taping off of areas to alert staff and students that areas are requiring attention.
- Inspections under the Electricity at Work Regulations 1989.
- Inspection and testing of Portable Electrical Appliances.
- Inspection of mains electricity.
- Inspection of gas appliances.
- Maintenance of records of ladders and scaffolding equipment owned or hired for use on the School premises.
- Disposal of hazardous waste.
- Inspection and safety of all fencing, gates and trees on the School site.
- Management of vehicles on the school site.
- Regular inspections and maintenance of all wheeled equipment in use on the school site.
- The correct issue and use of Personal Protection Equipment by members of the Site team.
- Maintenance of welfare facilities when staff are working on the School premises.

3.4 Duties of the First Aid Officer

The named First Aid Officer is: K. Boyall

The First Aid Officer has the delegated responsibilities for:

- Maintaining first aid kits and ensuring that supplies are replenished as necessary.
- Ensuring that essential drugs on the School premises are dispensed in accordance with current guidelines, stored correctly and disposed of safely when no longer required.
- Ensuring that records are kept of any member of staff or student who may require medical attention due to an illness or medical condition.
- Reporting serious accidents and injuries to Health and Safety Officer/Facilities Manager for investigation.
- Issuing personal protection equipment as required.
- Ensuring that first aid training is up to date for staff, including all those who require specific first aid training for their posts. It is an individual member of staff's responsibility to liaise with the First Aid Officer on this issue.
- Maintain and record readiness of Defibrillators each month and replenish batteries and pads as necessary.

- Ensure report book is available in Defibrillator cabinet.

3.5 Duties of the SLT Line Managers, Faculty Heads and Support Staff Team Leaders.

The SLT Line Mangers, Faculty Heads and Support Staff Team Leaders are responsible for Health and Safety within faculties and departments.

Each Faculty or department is required to:

- Maintain safety records for materials used within their area where necessary.
- Display warning notices and instructions clearly for individual pieces of machinery or equipment.
- Carry out risk assessments for any activity other than lessons taught in a seated classroom environment and ensure that a written policy is in place for such activities.
- Ensure the correct storage of machinery, equipment and tools within the faculty or department.
- Ensure that flammable, toxic and corrosive materials are correctly stored and labelled and are safely disposed of when no longer required or have exceeded their use by date.
- Ensure that equipment which poses a potential risk to students or staff is reported to the Health and Safety Officer/Facilities Manager and removed from use until any fault has been rectified.
- Ensure the correct use of Personal Protection Equipment by staff and students.
- Ensure equipment is regularly inspected and defects reported to Health and Safety Officer/Facilities Manager immediately.
- Ensure safe systems of work are in place and clearly identified in separate Health and Safety documentation, as required, [e.g. Science, Physical Education, Technology] or in any area where hazardous materials may be used.
- Ensure that staff and students receive training in the correct use of equipment, machinery, chemical substances and safe systems of work.

3.6 Duties of a Form Tutor

Form Tutors have the delegated responsibility of ensuring that students are familiar with and understand the school rules with regard to Health and Safety. Form Tutors at the beginning of each term will:

- Ensure students are familiar with the procedures for fire drills.
- Ensure that students understand the Health and Safety implications of the School rules with respect to their own and the safety of others.
- Give instruction with regard to fire drills and general Health and Safety to new students joining their form group within one week of their start date.
- Ensure that students report Health and Safety hazards to a member of staff as soon as they are aware of them.

3.7 General responsibilities of all staff

All members of staff must be familiar with the Health and Safety Policy and with faculty or departmental Health and Safety policies. 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
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Ensure they carry out their job safely and in line with any safe systems of work that are in place.
- Maintain a safe working area, reducing or eliminating hazards where practicable.
- Report any hazard or danger to the Health and Safety Officer/Facilities Manager by the quickest possible means. Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Ensure that visitors to the School site are familiar with emergency evacuation procedures.
- Make safe any hazard or danger upon finding it, if it is safe to do so.
- Report any accident, incident or injury to themselves or others.
- Follow the guidelines for Lone Working when working alone.
- Follow the guidelines for working at height if necessary.
- Complete any documentation that may be necessary following any health and safety incident or as required by the Health and Safety Officer/Facilities Manager.

Section 4: ARRANGEMENTS FOR CONTRACTORS

4.1: Responsibilities of the School

The Health and Safety Officer/Facilities Manager is responsible for ensuring that contractors working on the School premises:

- Have received a copy of the Schools Health and Safety Policy, a map of the School site and times of the school day.
- Have received and signed a copy of the School's Safeguarding Policy for contractors.
- Have emergency contact information.
- Have adequate welfare facilities available for their use.
- Are properly insured and qualified to execute the terms of their contract.
- Are familiar with relevant policies that may affect their own employees.
- Receive a Health and Safety induction before commencing work on the School site.
- Are familiar with escape routes and emergency evacuation procedures.
- Have inspected the Asbestos register and signed the relevant documentation with regard to Asbestos. Copies are kept in the Red Box, located in the Main Office, and in the Health and Safety Officer (Facilities Manager)'s Office.
- Are familiar with the location of Gas, Water and Electricity isolation valves for areas affected by their work.
- Are familiar with the arrangements for safely moving vehicles around the School site.

- Are familiar with guidelines regarding contact with students and know who to report any concerns regarding students.
- Are familiar with guidance that relates to a specific area when undertaking work in that area [e.g. Science] by reference to Health and Safety documentation for that area.

4.2: **Responsibilities of Contractors**

Contractors are responsible for the conduct of their workers and for:

- Providing documentary evidence of public and personal liability insurance.
- Providing a Health and Safety Method Statement covering all aspects of the work they will carry out.
- The provision of Personal Protection Equipment for their staff where required.
- Applying to the School for a "Working at Height" permit if required.
- The safe storage of all tools, machinery, chemicals and toxic substances owned or hired by them and used on the school site.
- The Health and Safety of their staff or any sub contractors working on the School premises
- Ensuring that any staff or sub contractors working on the school site do not pose a threat to staff or students and follow all school policies [e.g. No Smoking].
- Operating within Construction Design and Management Regulations (CDM) 2015 if required to do so.
- Any other reasonable request required by the School.

Section 5 FIRE PROCEDURES

The Health and Safety Officer/Facilities Manager has overall responsibility for the Fire Procedures of the School.

5.1: **Duties of all staff, students and visitors**

It is the duty of anyone discovering a fire to operate the nearest fire alarm and report the location of the fire to a senior member of staff. The Fire Brigade must be called by telephone by a responsible adult.

5.2: **Use of fire extinguishers**

Once the alarm has been raised an individual may choose to make use of a fire blanket or extinguisher to tackle a small fire. This should only be done if:

- The individual feels confident in the safe operation of the equipment.
- The individual is not endangering themselves or others.

5.3: **The Fire Marshall**

The Fire Marshall is responsible for:

- Carrying out the weekly testing of the fire alarm.
- Carrying out periodic testing of break glass points.
- Maintaining and servicing of the fire alarm system.
- Maintaining fire escape notices and replacing them as required.
- Maintaining fire assembly point notices.
- Maintenance and servicing of fire extinguishers and fire blankets.
- Maintenance and periodic testing of smoke detectors.

- Ensuring that those hiring facilities at the school are familiar with evacuation procedures and the location of emergency equipment.

5.4: **Fire Drills**

The Fire Marshall is responsible for arranging periodic fire drills:

- A planned drill for Year 7 students will take place during their first two weeks at the School.
- A planned whole school fire drill will take place during September.
- An unannounced fire drill will take place during the first half term of the academic year.
- At least one more fire drill will take place during each academic year.

5.5: **Fire evacuation procedures**

In the event of the fire alarm sounding for more than 30 seconds the emergency evacuation of staff, students and visitors should begin.

- Evacuation will be conducted in silence.
- Fire escape routes must be followed.
- Staff, students and visitors must not re-enter any building during the evacuation procedure.
- Staff with delegated responsibilities for checking areas of the School will do so before making their way to the fire assembly point and reporting to the Fire Marshall.
- All staff should register their presence with the designated person at the fire assembly point.
- Form tutors will register their form group and report any students unaccounted for to the Fire Marshall.
- **Before and after-school clubs and activities**: Should the alarm sound before 0900hrs or after 1540hrs, staff are to gather their activity groups together and follow the evacuation procedure as described. Once out in the Evacuation Assembly Area (Clock Tower), staff are to keep their group in one place and wait to be informed that it is safe to re-enter the building by either a member of SLT or Site Team.

5.6: **Total Evacuation of the School site**

In the event of the emergency services advising a total evacuation of the school site our designated evacuation centre is the playing field at Duffield Meadows Primary School. In circumstances where the school is subject to total evacuation the Contingency Plan will be put into operation.

Section 6: **RISK ASSESSMENT**

6.1: **Responsibility for risk assessments**

The Health and Safety Officer/Facilities Manager is responsible for carrying out risk assessments as and when required, although risk assessments may be delegated to other named personnel.

- For specific activities involving staff and students taking place on the School premises as deemed necessary.
- Workplace risk assessments for teaching and support staff.
- Following an accident or injury involving a member of staff, student or visitor [see also under Section 9.1]
- For members of staff returning to work following a period of illness or an accident.
- For any member of staff or student suffering a temporary or permanent restriction in their mobility [see also under Section 9.1].
- For members of staff or students who are pregnant.

- For any building or renovation work that will impact on staff or students.

Section 7: **PERSONAL PROTECTION EQUIPMENT**

7.1: **Employers responsibilities**

It is the duty of the employer under the Health and Safety at Work Regulations to ensure that the correct personal protection equipment is available to members of staff.

7.2: **Staff responsibilities to students**

It is the duty of all staff to ensure that students use the correct Personal Protection Equipment during lessons and that they follow Health and Safety procedures.

7.3: **Staff responsibilities**

It is the duty of all members of staff to use the correct Personal Protection equipment to carry out their job safely, as set out in legislation or additionally required by the School.

Section 8: **WORKING AT HEIGHT REGULATIONS**

8.1: **Health and Safety Officer/Facilities Manager responsibilities**

It is the responsibility of the Health and Safety Officer/Facilities Manager to ensure that any person working on the school premises using ladders or scaffolding has a working at height permit. This includes members of staff.

- Working at height permits are issued by the Health and Safety Officer/Facilities Manager.
- Permits will only be issued to contractors on receipt of a health and safety method statement.

8.2: **Students working at height [working at height includes 6" off the ground]**

Risk assessments and a working at height permit from Learning Services Office are required for any student who may work at height under the strict supervision of a trained member of staff as part of their curricular or extra-curricular activities. Signed permission from parents must be given for students to work at height. However, under **no** circumstances should students use the scaffolding tower. Only staff who have been trained in working at height and hold the appropriate PASMA certification may authorise the permit and risk assessment.

Section 9: **Lone Working**

9.1: Definition of Lone Working

The purpose of this guidance is to inform and protect the safety of staff who work alone, namely those staff who work out of sight and hearing range of someone who could assist directly in the event of an incident or illness. This could include staff working during the school holidays, weekends and staff working late in offices.

The fact that someone works away from sources of support must not mean that their health or safety is placed at greater risk than someone else who does not work alone.

Lone Workers face the same types of hazards as other workers, yet the control measures chosen to prevent these hazards may need to be slightly different because of their isolation.

Examples of hazards associated with lone working are:-

- Violence and aggression against the member of staff.
- The outbreak of fire.
- Health emergencies affecting the member of staff.
- Accidents involving equipment or machinery.

9.2: Restrictions on Lone Working

Two types of work **must not** be carried out by a member of staff working alone:-

- Work at height, e.g. on a ladder or scaffold.
- Work in a confined space, e.g. in a boiler house, service duct or manhole.

9.3: Permissible Types of Lone Working

Generally speaking there are three occasions when a member of staff does work alone:-

- Staff who work in a room separated from other occupied areas of the premises.
- Staff who work away from their normal workplace, e.g. a member of staff who visits a student's home.
- Staff who work alone in premises, e.g. staff working alone in school during weekends, evenings or holiday.

9.4: General Guidance

- Staff should avoid working alone whenever possible.
- Staff working alone within the school should always ensure that someone knows where they are working, what they are doing and when they will be undertaking the work.
- Staff should follow procedures for signing in and signing out when the school is generally closed at weekends and during holidays.
- Staff should never work at height or in a confined space (as specified above) when alone.
- Staff should ensure, as far as possible, that they have access to a telephone when working alone.
- Members of the Site Team should carry the site mobile phone with them at all times when locking up the school so that they can summon help should the need arise.
- The handling of, and working with, chemicals should not be carried out alone.
- The operating of machinery should not be carried out alone.

9.5: Home Visits

Occasionally it may be necessary to hold a meeting at a student's home. Such visits must always be sanctioned by the relevant Head of School. A home visit should always be made by two members of staff. The visit should be made during normal working hours and staff should wear their security badges.

Section 10: Manual Handling

The purpose of this guidance is to inform and protect the safety of staff who carry out this operation. This could include staff who work within the school during holidays, weekends and staff working late.

10.1: Avoidance of Manual Handling

Any operations which involve a risk of injury should, as far is reasonably practicable, be avoided.

The main risks:

The employee may be at risk of injury through manual handling operations if they:

- Are wearing unsuitable clothing, footwear etc.
- Have not received adequate and suitable instruction and training to enable them to carry out the task safely.
- If they have a previous or existing injury.

10.2 Training

Members of staff who carry out manual handling operations must have:

- Adequate information, instruction and training so that they can recognise the hazards and appreciate the risks.
- Training in the correct techniques for lifting and handling.

10.3: Personal Protective Equipment

Members of staff who carry out manual handling must make sure that they have the correct PPE and use it:

- Safety footwear must be worn.
- Gloves, if required.
- Overalls, if required.

All equipment should be suitable for task and kept in good condition

10.4: Work requiring a minimum of two members of staff

- The moving of pianos from music to the stage, classroom, sixth form.
- The moving of furniture, desks, cupboards and fridges.
- Operations involving the pallet truck in and around the school premises

The use of the stair truck

- Any large load.

Other risks to consider are:

- Do not get below a load when it is to be moved up or down the stairs.
- Be watchful for staff, students and vehicles when transporting large loads on the premises.

If any staff are in any doubt about a task, an assessment should be carried out by the Health & Safety Officer before the load is moved.

Section 11: STUDENT RISK ASSESSMENT

11.1: Reducing the risk of injury or harm to students and staff.

The Health and Safety Officer/Facilities Manager is responsible for carrying out risk assessments for individual students at the request of staff, enhanced learning faculty or the first aid officer in the following circumstances:

- Any student with a medical condition, injury or disability which may affect their mobility either temporarily or permanently. It is the responsibility of all staff to use SIMS and the document 'SEN/Medical Confidential Information' (Staff Shared Drive) to ensure they are aware of relevant medical conditions for students in their groups.
- Any student who displays challenging behaviour and may pose a threat to members of staff or other students.
- Any student returning to school following a prolonged period of illness or following an operation.
- Heads of Year and Form Tutors are responsible for ensuring that any student returning to school following an injury, resulting in being in a cast and/or on crutches should report to the Senior First Aid Officer for a risk assessment to be carried out which may entail room changes, early exit from lessons etc.
- Any student who is pregnant.
- Any student who will be working at height as part of their learning.

Section 12: FACULTY SAFETY POLICY

12.1: Head of Faculty duties

Each Head of Faculty is responsible for a Faculty Safety Policy that reflects the activities within the faculty. Faculty Safety Policies should not be repeats of the School policy but should include:

- Information about safe systems of work.
- Details of any Personal Protection Equipment required.
- Details of any hazardous, flammable or corrosive chemicals.

- Details of the safe storage of sharp objects, tools and knives.
- Lone working guidelines.
- Working at height guidelines.
- Emergency evacuation procedures

Section 13: CONTINGENCY AND EMERGENCY PLAN

The Health and Safety Officer (Facilities Manager) is responsible for the Contingency and Emergency arrangements including the tragic incident procedure, the total evacuation procedure and the emergency recovery plan. The plan is reviewed and updated annually.

Section 14: GENERAL RESPONSIBILITES OF STUDENTS

Students are responsible for their own health and safety and are expected to behave in a way that does not pose a risk or threat to other students or members of staff. Students are also expected to:

- Inform a member of staff of any hazard or danger immediately.
- Treat equipment and machinery in a way that does not pose a risk or danger to themselves or others.
- Not enter areas of the School that are out of bounds to Students.
- Not enter workshops at any time other than with the permission of a member of staff.
- Not enter laboratories, including prep rooms, unless directly supervised by a member of staff.

Section 15: COSHH

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

Chemicals

Products containing chemicals

Fumes

Dusts

Vapours

Mists

Gases and asphyxiating gases

Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the **Health and Safety Officer (Facilities Manager)** or by trained staff reporting to him and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. They will be securely stored and will not be accessible to students.

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

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

15.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

Gas pipework, appliances and flues are regularly maintained

All rooms with gas appliances are checked to ensure that they have adequate ventilation

15.2 Legionella

A water risk assessment will be completed annually by a trained and registered contractor commissioned by the Health and Safety Officer (Facilities Manager). The Health and Safety Officer (Facilities Manager) is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, and other measures identified in the annual risk assessment.

15.3 Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

A record is kept of the location of asbestos that has been found on the school site.

Section 16: Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

16.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to the Health and Safety Officer (Facilities Manager) immediately

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Only trained staff members can check plugs

Where necessary a portable appliance test (PAT) will be carried out by a competent person

All isolator switches are clearly marked to identify their machine

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

16.2 PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of the gym floor or other apparatus will be reported to the Health and Safety Officer (Facilities Manager).

16.3 Display screen equipment

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

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

Section 17: **Off Site Visits**

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

Risk assessments will be completed where off-site visits and activities require them

All off-site visits are appropriately staffed

Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

Section 18: **Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Section 19: **Violence at work**

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

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

Section 20: **Smoking**

Smoking is not permitted anywhere on the school premises.

Section 21: **Infection prevention and control**

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

21.1 Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

21.2 Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

21.3 Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

21.4 Cleaning of the environment

Clean the environment frequently and thoroughly

21.5 Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

21.6 Laundry

Wash laundry in a separate dedicated facility

Wash soiled linen separately and at the hottest wash the fabric will tolerate

Wear personal protective clothing when handling soiled linen

Bag children's soiled clothing to be sent home, never rinse by hand

21.7 Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy

Used gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

21.8 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of

these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

21.9 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

Section 22: New and expectant mothers

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

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

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

Section 23: Occupational Stress

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

Section 24: Accident reporting

24.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

24.2 Reporting to the Health and Safety Executive

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

The Health and Safety Officer (Facilities Manager) will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death

Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- 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 requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

Where an accident leads to someone being taken to hospital

Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

24.3 Notifying parents

The Health and Safety Officer (Facilities Manager) will ensure that the relevant school office informs parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Section 25: Training

It is the responsibility of the Health and Safety Officer/Facilities Manager to ensure staff are provided with the necessary and relevant health and safety training as part of their induction process.

It is the responsibility of the Health and Safety Officer/Facilities Manager to ensure staff who work in high risk environments, such as in science labs or technology workshops, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Section 26: Monitoring

This policy will be reviewed by the Deputy Head Teacher – Learning Services annually.

At every review, the policy will be approved by the Governors' Facilities/H&S Committee.

Section 27: **Links with other policies**

This policy should be read in conjunction with the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Facilities Management Policy
- Contingency and Emergency Plan