

## AURORA ACADEMIES TRUST

<b>Policy Title:</b>	Health & Safety Policy and Procedures
<b>Policy Reference:</b>	Health & Safety Policy and Procedures
<b>Function:</b>	For Information and Guidance/ <b><u>Statutory</u></b>
<b>Audience:</b>	Prospective parents, Trustees, Governors, Executive Headteachers, Headteacher, Heads of School, Teachers, Support Staff, as necessary
<b>Ownership/ Implementation:</b>	The Trustees/LAB Governing Body (as required) have overall responsibility for ensuring that this policy is implemented.  Named contact in Trust/school:
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## Statement of intent

The Trust is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school very seriously and use this policy, in line with our **risk assessment documents** and in accordance with the 1974 Health and Safety Act, to maintain the highest possible level of health and safety around the school.

Pupils, staff and parents can access the school risk assessment documents in the Administration Office.

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public.

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### Signed by

\_\_\_\_\_ **Chair of *governors/trustees*** **Date: .....**

\_\_\_\_\_ **Headteacher** **Date: .....**

**This policy will be reviewed by the *board of trustees/governing body* and the headteacher:**

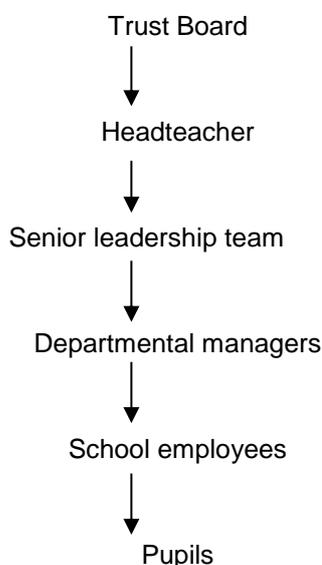
- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.



## 1. Roles and responsibility

The importance of good health and safety practice is promoted throughout the school, but members of school staff, the senior leadership team and the *board of trustees/governing body* carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

### **Name of school's health and safety organisational structure**



### **Board of trustees**

Responsibility for the health and safety of pupils lies with the Trust board as the employer of school staff and because it controls school premises.

The Trust board recognise that it is their responsibility to provide the safest school environment as is reasonably practicable. They will do this by ensuring that:

- the school fulfils its legal health and safety obligations
- the school health and safety policy is being implemented and is effective
- risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place
- the importance of good health and safety practice is promoted throughout school to all staff, pupils, parents, volunteers, contractors and any other visitors
- school premises and equipment are regularly assessed and reviewed in line with health and safety regulations
- there is the appropriate budget allocation to the school's health and safety provision
- the importance of good health and safety is communicated to school staff and carefully monitored
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.



- one member of the Trust board is nominated to act as the representative for health and safety management.

### **Headteacher**

The headteacher takes the responsibility of:

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the health and safety representative of the board of trustees to inform that person of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that the Trust board is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that adequate funding is allocated to individual departments for their health and safety requirements
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills are undertaken.

### **Members of the senior leadership team**

Senior managers take the responsibility of:

- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school
- ensuring that part of the organisation of any school activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider school policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing



- managing their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department.

### **Departmental heads**

Department heads in the school take the responsibility of:

- assessing and implementing required health and safety provision as is implicated by risk assessments carried out for each activity undertaken by staff within their department
- ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities
- ensuring that correct procedures are undertaken in relation to accident reporting, first aid, fire safety and any other incidents that may occur during the course of a school activity.

### **The School Health & Safety Co-ordinator**

The School Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management throughout the School.

Additionally, the Health and Safety Co-ordinator will:

- Make an annual report, in conjunction with the Health & Safety Governor, on safety matters to the Regional Director (RD), Headteacher/Head of school and the Local Academy Board
- Assist with inspections and safety audits
- Investigate and advise on hazards and precautions
- Develop and establish emergency procedures, and organise fire evacuation practices within the school
- Have a general oversight of health, safety and first aid matters
- Monitor the general safety programme on behalf of the EHT and Head of school
- Make recommendations to the RD, Head and the Local Academy Board for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections
- Make recommendations to the Head on matters of safety policy in compliance with new and modified legislation
- Publicise safety matters
- Liaise with outside bodies concerned with safety and health e.g. Occupational Health and the ESCC Health & Safety team
- Monitor accidents to identify trends and introduce methods of reducing accidents.



### **Educational Visits Co-ordinator (EVC)**

- To be involved in educational visit management in order to ensure that the Off-site Activities and Educational Visits, Regulations and Guidelines are followed
- To work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment
- After discussion with the RD, Head and Local Academy Board, either approve proposal or submit proposal to the Outdoor Education Adviser (OEA) at ESCC
- Ensure that the schools educational visits meet the legal requirements
- To confirm that adequate risk assessments have been carried out
- Support the Head in the management of and evaluation of educational visits
- Confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.

### **First Aid Co-ordinator**

The First Aid Co-ordinator, when on duty is responsible for supporting health and welfare issues within the School and in particular:

- To be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate
- To maintain the school medical room and equipment
- To attain information on student health records prior to entry from the Admissions officer and to report/advise Head of school of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy)
- To assist in the monitoring of first aid equipment and boxes on School site
- To assist in the development and health promotion activities at the School
- Ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders
- To ensure the necessary records are maintained relating to accidents associated with the work of the school.

### **The Premises Co-ordinator**

The Premises Co-ordinator will ensure that:

- Reports on health and safety matters with respect to the school buildings and grounds are prepared
- Safety procedures are developed and adhered to for operations carried out within the school by his/her staff and by outside contractors under his/her control
- Keep records of hazards identified on site by staff and the remedial action taken and when
- When liaising with contractors, assume the duties as outlined in the contractor section below
- The provision and maintenance of all 'fire' equipment and for the preparation and



review of Fire Risk Assessments

- Ensure all accidents within the area of responsibility are recorded in line with the school policy.

### **Site Manager**

The Site Manager will:

- Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken
- Ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate)
- Attend to defect reports and recommendations from the Head, staff, Safety Representative and Health and Safety Co-ordinator
- Ensure that all portable electrical equipment is tested on an annual basis
- Ensure all accidents within the area of responsibility are recorded in line with the school policy
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### **Employees**

Employees of the school, whether they are fixed term, contract, or permanent take the responsibility of:

- ensuring that they are familiar and up to date with the school's health and safety policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities
- cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.



Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

## Contractors

Staff liaising with contractors carrying out work at the School should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Premises Co-ordinator for him/her to rectify or, failing that, reporting to Head.

Staff must ensure that a contractor arriving at site, report to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Site Manager to liaise with the contractors must undertake this activity.

- When the school is used for purposes not under the direction of the **headteacher**, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- Contractors working on the school premises are required to identify and control risks arising from their activities.
- Contractors will inform the **headteacher** of all potential risks to staff, pupils and visitors.

## Pupils

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, pupils take the responsibility of:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the school code of conduct.

Pupils that are found to be a risk to health and safety may not be allowed to partake in certain school activities, and may be dealt with under the school's behaviour policy if the circumstances require it. We expect pupils to follow the school code of conduct, as this helps maintain good health and safety around the school. This can be found in the school behaviour policy and **section 2.2** of this policy.



Pupils, staff and parents can access the behaviour policy from the Trust/school web site and/or from the school Administration Office.

## **Crisis Management**

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident, see Appendix A. The function of the Crisis Management team is summarised below.

- to act as the decision-making authority for the management of an incident.
- to develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation.
- to establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- to assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.

## **2. General arrangements to establish, monitor, and review measures needed to meet satisfactory health and safety standards**

The school implements specific arrangements for health and safety provision in relation to different departments and their health and safety needs. However, there are some general procedures in place that form the basis of good practice within the school and apply across all areas. These are listed below.

The following section outlines basic arrangements that schools should have in place to establish, monitor, and review measures needed to meet satisfactory health and safety standards. **Schools should use this section as a foundation for creating supporting documents that explain in more detail how the school carries out these responsibilities in each of its departments**, i.e., site management, science, pastoral, off-site visits, etc. You may wish to organise the contents of these supporting documents under these headings:

- How safety is planned and managed within the department
- Where safety information is filed
- Special safety rules



- Responsibilities of certain individuals with regard to safety tasks or functions
- Special training requirements
- Liaison with regard to safety tests and inspections
- Maintenance of equipment, etc.
- Provision of protective equipment.

## **2.2 Safe behaviour and school code of conduct**

The school is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school **behaviour and exclusions policies**.

Substance misuse can be a great risk to personal and whole school health and safety, and the school takes its policy against drugs and alcohol very seriously.

### **i) Drugs**

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Pupils may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

#### **Prescription drugs**

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

#### **Non-prescription drugs**

Some over the counter drugs can be harmful if misused. We advise that pupils should not carry these in school. If they need medication they can go to the school nurse.

#### **Medication**

We are aware that it may be necessary for some pupils to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication.

### **ii) Alcohol**

Consuming, carrying or supplying alcohol is strictly prohibited. Any pupil involved in any alcohol-related activity may be permanently excluded.



**All of these rules also apply when travelling to and from school. For more information see the school's behaviour and exclusions policies.**

### **iii) Challenging behaviour**

Abusive or challenging behaviour is a great risk to personal and whole school health and safety and the school will not tolerate abusive behaviour by pupils, staff, or visitors to the school. This includes parents. The school policy for dealing with challenging behaviour, regulating off-site behaviour, exclusions, and bullying are laid out in our **behaviour and exclusions policies**.

## **2.3 Maintenance of safety records**

Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the school's safety records and notes who is responsible for maintaining them.

### **Health and safety file**

The school's health and safety file should be readily available for inspection. A hard copy of all health and safety records should be printed out for the file, and backed up with an electronic copy. The file should serve as the central health and safety record for the school. Details of the following should be kept in the file (where applicable):

- A current list of names of individuals with key health and safety roles – e.g., Area Health & Safety Coordinator, risk assessors, DSE assessors, first aiders (include date certificates expire), fire evacuation officers;
- A copy of the school statement of intent and projected date for review;
- A register of risk assessments completed for the school / department
- Copies of risk assessments including (where applicable):
  - General risk assessments;
  - COSHH assessments;
  - Display screen equipment workstation assessments;
  - Fire risk assessments;
  - Manual handling operations;
  - Machinery / equipment;
  - Lifting equipment and lifting operations;
  - Lone working;
  - Risk of violence and aggression;
  - Pupil supervision forms (if used);
  - Work in confined spaces, work at height, etc.;
- Completed accident records sheets [removed from the Accident Book]
- Copies of any accident report form sent to Health and Safety Services, plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident;



- Details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such an inspections;
- Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
- Other equipment maintenance and service records
- Fire drill records – dates and performance [clearance time; details of any problems, etc.];
- Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training;
- Copies of completed health and safety induction checklists (for new staff);
- Copies of annual health and safety audit checklists and action plans;
- Minutes of meetings of the Area Health and Safety Committee [if applicable] and copy of terms of reference, membership etc.;
- Copies of memos and reports received following visits from Health & Safety Services staff.

The school keeps records of health and safety incidents for 7 years. The school examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

#### **2.4 Safety review, monitoring, and evaluation procedure**

The school's health and safety monitoring will be undertaken by the Head/Health and Safety Co-ordinator. This policy and the health and safety file will be reviewed by the Trust board/headteacher/ health and safety coordinator due to triggers including, but not limited to:

- changes in key personnel
- changes to the structure of the school's organisation
- the introduction of new processes
- any change in premises or the specific use of part of the premises
- changes in legislation
- following the findings from an accident investigation (internal and/or external) or following a civil claim
- following consultation with employees
- following any enforcement action, i.e., by the HSE or local authority.



Provision will be evaluated and changes for improvement made when and where there is a need for it.

It is important that the school monitors safe systems of work on a day to day basis in areas such as:

- kitchens
- cleaning cupboards and staffrooms
- laboratories
- design technology studios

Health and safety monitoring is managed on a day-to-day basis, through the vigilance of all staff but in particular the Site Manager and senior leadership team, in ensuring that any Health and safety risks are promptly identified and any risk minimised if not completely avoided. This vigilance is backed up by a comprehensive set of procedures covering all aspects of Health and safety management including staff and visitor signing in, pupil registers, with nominated people with key Health and safety responsibilities, immediate accident reporting, etc.

## **2.5 Accidents**

### **Procedure and reporting**

In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report to whomever is in charge. On school premises, this may mean reporting to the school office.

#### **In the event of an accident the following procedure must be followed:**

- Render any equipment inoperative
- Summon assistance
- If the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider
- A first aider should make an assessment of the injury as soon as possible. The school will appoint named first aiders to act in this capacity and this information will be displayed daily in the school office.
- If the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians
- If the injured is mobile then he/she should be taken for emergency treatment to the Hospital. The Head of school is responsible for arranging for a member of staff to transport the student/staff to hospital to be accompanied by another adult in the vehicle.

#### **The member of staff taking the injured person should:**

- Stay with the injured person and return with them; or
- Stay with the injured person until the parent/guardian/appropriate relative arrives at the



hospital and then return to school.

All staff must report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details in the Incident/Accident Report Book. Pupil accidents, depending on the severity will be reported either on the Minor Injuries Form and/or Incident/Accident Report Book.

The Business Manager will ensure that these forms are forwarded to the Occupational Health and Safety team at County Hall, Lewes. As the school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Head of School/Health & Safety Co-ordinator is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents will be investigated to prevent re-occurrence. The Health & Safety Co-ordinator will monitor the accidents to identify trends. The Local Area Board sub-committee will also receive information on accidents at each meeting.

Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent to arrive.

Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office/nurse's office until they can be collected.

Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in school will be recorded. Please refer to the Administration of Medicines Policy for further details.

### **Recording an accident**

The school has accident forms which are stored in the school office. This is used to record **all** accidents, both major and minor. Each page is used for a separate report and removed once it has been filled out with the details of the accident and stored securely in the school's health and safety file according to the Data Protection Act 1998. All members of



staff supervising at the time of the incident should make a separate report. What happened, actions taken, injuries, and first aid administered should be recorded.

Serious incidents will also be recorded, and reviewed by senior leaders. The Trust board will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

## **Investigation**

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- deaths
- 'specified injuries' in respect of employees or pupils
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- 'specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

Senior managers or the Trust board may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

## **First Aid Procedure**

There will be at least 4 people on the staff who will have a current first aid training certification, with the aim that there should be one qualified person on site at any one time.

The named first aiders for the school are listed in Appendix A at the end of this document.

First aid boxes are kept in [.....]. The First Aid Co-ordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.



All injuries which come to staff attention, no matter how slight, should be recorded in the Minor Injuries book and/or the Incident/Accident Report Book.

There will be a minor injuries form and “bump notes” located in the First Aid Room to be completed by the person administering first aid. In case of doubt as to whether or not a child’s parent should be immediately alerted, contact the Head of School or in their absence the Health & Safety Co-ordinator/Lead First Aider. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

## **2.6 Lone workers**

### **Staff:**

There will be some situations where staff at the school will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

### **Risk of violence:**

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

### **Communication:**

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.



- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

**First aid:**

- For those working on our premises, first aid kits can be found in the staff room.

**Emergency procedures:**

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the Head, the staff member's nominated person, or the emergency services.

**Access and egress:**

- Staff are required to consider weather conditions before coming into and while at work.

**Guidance for keyholders attending alarm calls after hours:**

There is a nominated keyholder within the school who will attend alarm call outs after hours. The school advises that the nominated person:

- does not attend an alarm call out alone, where reasonably practicable
- does not enter the building if alone
- looks out for corroborative evidence of intruders
- takes necessary action; e.g., call police.

**What to take:**

- Identification of who you are, for example an employee badge; this helps if police do attend the scene or are later called to the scene
- A torch of a reasonable size and power
- A basic plan or diagram of the building; this does not have to be a very detailed site plan but it would be useful to show:
  - basement areas
  - entry/exit points for people and vehicles
  - areas where computers/valuables are located.

This is useful for the police if they are required to attend the scene.

- A mobile phone, in order to summon assistance in an emergency without having to enter the building.

**Risk assessment:**

- On attending the site keyholders must be mindful of and protect themselves against the worst case scenario, that is, an intruder who may still be on-site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main



priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

### **What to check:**

- Suspicious/unfamiliar vehicles parked in the immediate area
- The outside of the building for sign of forced entry; e.g., broken glass, prised doors, windows, etc.
- Evidence of flashlights being used or other lights left on within the building
- Noise from within the building or outside.

If at any stage there is evidence of an intruder, **immediately withdraw** and contact the police. Do not enter the building to use the telephone.

- Where there is no evidence of an intruder from the outside, enter the building:
- Check the inside of the premises to eliminate signs of a forced entry.
- Switch on appropriate lights and proceed to re-set the alarm.
- If evidence of an intruder is discovered, withdraw and contact the police.
- Try not to disturb the scene.

### **Unacceptable lone worker activities**

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons.

### **One-to-one lessons**

It may be that a member of staff is working alone with a pupil; for example, in a one-to-one music lesson. It is important in this instance that the health and safety of both parties is taken into consideration, as is their emotional wellbeing and comfort in the situation.

### **Staff who are involved in one-to-one working, wherever possible, should do the following:**

- Inform your line manager and/or a member of senior management, as appropriate, about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building, and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.
- If you take a pupil in your car ensure that a member of senior management has approved you taking the pupil in your car and that the pupil travels in the back of the



car and you have appropriate insurance. As a general rule, wherever possible, do not travel alone with a pupil and take another adult with you.

**It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions.**

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

You can find information about the safeguarding provision in our school in our **Child protection and safeguarding policy**.

### **Pupils**

Pupils must follow the following guidelines related to lone working in school:

- No pupil should work unsupervised in an outer building after 4.00pm and will be required to move into a designated public area in the school building, where they are visible to all staff remaining on site.
- All pupils unless supervised should vacate the site before 6:00pm
- Pupils who arrive before 08:00am are not supervised unless a school activity is taking place, i.e. rehearsals.
- On hearing the fire alarm pupils must evacuate the building and assemble at the fire point, until the all clear is given.

### **2.7 Building and site maintenance**

The Head is responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

The school will appoint a named person to be responsible for reporting any health and safety concerns relating to the school premises. He/she will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form (**see section 3**).

### **2.8 Environmental statement**

The Trust recognises that it has a responsibility to educate pupils about caring for the environment and the world we live in. The best way to do this is to instil good practice in our pupils through example. We aim to do this by:

- reducing our use of natural resources;
- supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials;



- minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations;
- promoting recycling around the school with the use of recycling bins, supported through the curriculum and in classrooms
- taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided; and
- restoring the environment where possible.

The school will carry out environmental impact assessments to regulate the impact of school activities on the environment.

## **2.9 Fire safety and evacuation procedures**

The school carries out whole school fire drills a minimum of once a term. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site, and available on the school website.

Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

### **Fire Procedures**

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly, not run and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteer helpers, etc. are accounted for.

**The Business Manager** (or in their absence the School Secretary) must take the registers and visitors book.

Staff must report to the senior member of staff whether all of their pupils/visitors/volunteer



helpers, etc. are safely out of the building.

**Teacher's** must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Head to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteer helpers or other visitors to their classrooms in an emergency.

**Support staff** must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Head who will ensure that there is a lunchtime practice at least bi-annually

The Site Manager will check the toilets. The Premises Co-ordinator will arrange for any supplies of gas and/or electricity to be turned off should the need arise.

**The Head** will organise practice fire evacuations as appropriate, but at least once every other term and (ideally) before the end of the first week. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Head.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Site Manager for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Site Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection.

**Any pupil with special needs** must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Head, if the class teacher or INCO/SENCO identifies a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

## 2.10 Emergency procedures

In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the school will carry out the emergency procedures as described below.



## **Bomb Incident Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the Children's Services Department, Police and the Fire and Rescue Service and follow the appropriate advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Head or a member of senior management in their absence.

## **Emergency communications**

There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. The school advises that in addition to the provision outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

**It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency.**

- i) How the school communicates with pupils during an emergency**
- ii) How the school communicates with parents/families/carers during an emergency**

The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy is designed with this in mind.

### **2.11 Health and safety training**

Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

Specific training in relation to use of equipment or substances may be given to staff and pupils relating to which department they will be working in. Employees and pupils who are not specifically trained for specialist equipment are not permitted to use it. **More information on specific training for individual school departments can be found in that department's health and safety document provided by the school.**



Each school has a health and safety pack and induction process that it carries out when dealing with people coming into the school for extended periods.

## 2.12 Workplace safety

The school will ensure that the school environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. **Information on health and safety in each department can be found in the school office.** Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

## Staff Wellbeing

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work. Staff have a responsibility to be ‘Fit for work’ which means they should be mindful of the affect their private lives may have on their ability to perform their work role.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Head of school will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.



## **Expectant Mothers**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

The risk assessment procedure is as follows:

- Staff (full and part-time) are required to inform their Line Manager and the Personnel Section as soon as possible and in writing when pregnancy has been confirmed
- The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.

The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

## **Display Screen Equipment (DSE)**

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g. upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

The school adapts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Furniture and equipment are regularly tested and checked to ensure that they are functioning correctly. An example of this would be checking that the chair provides adequate support for the back.



- Staff and pupils are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
- Furniture and equipment is adjusted to each individual so as to ensure maximum comfort when working.
- Regular breaks are taken when working with DSE.
- The school encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

The school promotes good DSE health and safety by encouraging pupils to use the checklist below when using such equipment, and by displaying this checklist around school and in classrooms where DSE is in use.

<p><b>Workstation</b></p>	<ul style="list-style-type: none"> <li>✓ Adjust screen height to suit seating height – generally eyes level with top of screen.</li> <li>✓ If a significant amount of your work involves copying from documents then use a flexible document holder at the same height as screen.</li> <li>✓ Keep an organised work surface to facilitate workflow.</li> <li>✓ Avoid clutter under the workstation.</li> <li>✓ Ensure an appropriate mobile, stable and five star base chair.</li> <li>✓ Seat back, arm rests and back rest to be height adjustable.</li> <li>✓ 2-3" of space in front of the keyboard</li> <li>✓ Be familiar with software in order to customise screen colours, etc.</li> </ul>
<p><b>Environment</b></p>	<ul style="list-style-type: none"> <li>✓ Adjust screen to reduce reflection and glare.</li> <li>✓ Clean screen and equipment regularly.</li> <li>✓ Ideally sit sideways to windows.</li> <li>✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards.</li> <li>✓ Avoid excessive noise and uncomfortable temperatures.</li> </ul>
<p><b>Healthcare</b></p>	<ul style="list-style-type: none"> <li>✓ Carry out exercise programme on a regular basis plus specific movements throughout the day.</li> <li>✓ Rest eyes during work break and carry out eye care exercises.</li> <li>✓ Have eyes tested regularly.</li> <li>✓ Report any health related symptoms that concern you.</li> </ul>
<p><b>Job Design</b></p>	<ul style="list-style-type: none"> <li>✓ Break up work with informal postures and different tasks.</li> <li>✓ Combine different work tasks.</li> <li>✓ Take regular breaks away from screen.</li> <li>✓ Ensure you have training in software and in know how to set up a safe workstation.</li> </ul>



<b>Posture</b>	<ul style="list-style-type: none"> <li>✓ Adjust seat height to ensure thighs and forearms are horizontal.</li> <li>✓ Desk just below elbow height.</li> <li>✓ Align hands with forearms. Minimal deviation of wrists.</li> <li>✓ Adjust your backrest to support the lower back.</li> <li>✓ Sit right back in the chair to maintain good lumbar support.</li> <li>✓ Keep head in natural upright position.</li> <li>✓ Do not slouch. Maintain upright position.</li> <li>✓ Head, neck, shoulders and hips to be in alignment.</li> <li>✓ Use a footrest if feet do not touch the floor.</li> <li>✓ Rest arms and hands whenever routine allows.</li> <li>✓ Space under desk for postural change, no obstacles</li> <li>✓ Top of screen at eye level.</li> </ul>
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### **Personal Protective Equipment (PPE)**

- Employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- PPE means all equipment worn, or held by, staff or pupils which is designed to protect them from specified hazards.
- All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to their superior/class teacher.
- The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- PPE includes laboratory and workshop equipment such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment (RPE).
- Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.
- Thorough risk assessments are carried out by the class teacher to determine the suitable PPE to be used for each hazard, and these are reviewed on a termly basis.
- Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.



## Maintaining equipment

When not in use, PPE will be properly stored, kept clean, and in good repair. The following equipment will be independently inspected by a qualified person 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 is the responsibility of the person ordering equipment to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

## Manual Handling

The school operates in accordance with the *Manual Handling Operations Regulations* (1992). 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by the Head/Site Manager/Health & Safety Co-ordinator and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The school expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability



- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

### Machine maintenance

The school operates in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools is:

- **suitable** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The school ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate '**hardware**' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate '**software**' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

The Site Manager is responsible for the maintenance of all premises equipment and Subject Leaders are responsible for the maintenance of curriculum equipment in their subject area.

### 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.

All electrical equipment is checked annually under the terms of the maintenance contract. The Site Manager is responsible for maintaining accurate records and ensuring that all



equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Site Manager immediately.

The Head must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil.

The Head must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations. Staff must not bring home decorations into school.

### **Housekeeping**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site Manager will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The Site Manager will report all hazards, obstructions, defects or maintenance requirements to the Head of School. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Site Manager. Regular 'Take Five' monitoring visits will also pick up issues which will be reported to the Site Manager. All waste will be disposed of according to appropriate health and safety guidelines.

- Cleaners will be monitored by the Site Manager. The standard required will be clear in the service level specification.
- Special consideration will be given to hygiene areas.
- Waste collection services will be monitored by the Site Manager.
- Special consideration will be given to the disposal of laboratory materials and clinical waste.
- The Head is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. Rooms will be kept at a minimum of 16° with a constant supply of fresh air.



## Infection control

The school actively prevents the spread of infection through the following measures:

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

The school employs good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises
- Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.
- All staff are subject to a medical health questionnaire before starting employment.
- The school keeps 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/carers to have their children immunised.
- All cuts and abrasions should be covered with waterproof dressings.
- Wall-mounted hand sanitiser is available in all toilets around the school.



## Lettings

If the school is let, the Business Manager must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

### 2.13 Control of substances hazardous to health (CoSHH)

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in the Site Managers office. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the science classrooms are under the responsibility of the science department manager. For more information on the control of these substances please see the supporting science department health and safety document, which can be found in the Science Preparation Room.

All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. New signs have been appearing on items acquired since December 2010 as part of transitional arrangements. Staff and pupils will be taught to recognise new signs and any posters in use will display the new signs.



## **2.14 Occupational health services and managing work-related stress**

The Trust takes the health and wellbeing of all its staff and pupils very seriously, and acknowledges that in a busy and hard working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

The Trust has secured independent Occupational Health services and may refer a member of staff where it feels it would be appropriate/is necessary

## **2.15 Policy and procedures for off-site visits**

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the Head will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- the head or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy (and with that of the LA, if appropriate) and evidences their approval of the visit
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate
- a sufficient level of insurance is in place
- the head or group leader reports back after the visit.

**In the supporting document for health and safety for off-site visits, you will find full information on:**

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- work experience placements
- work experience health and safety
- off-site risk assessments.



## 2.16 Selecting and managing contractors

It is vital that any company or persons invited into the school under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible, and is aware of our school policy and procedures.

It is the Head's responsibility to select and oversee the management of contractors. This responsibility can be delegated to the Site manager where appropriate.

For information on safeguarding pupils against visitors or contractors to the school, please read our **school child protection and safeguarding policy**.

## 2.17 Security

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

All visitors to the school have to sign in at the Reception desk, be met by a member of staff and not left alone during a school day. They must also sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

The School Secretary will ensure that volunteers have the necessary safety information.

The school has an access control system and doors remain locked when not in use.

## 3. Risk assessment

Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments, and recording and reporting risks.

The following staff will be responsible for ensuring that risk assessments are completed for the areas highlighted below:

- Premises Site Manager
- Curriculum Deputy/Assistant Head
- Offsite visits Group Leader
- Individual/Specific As appropriate

### 3.2 School risk assessment matrix

Risk assessments are stored in the school office and will be reviewed:

- at regular intervals
- after accidents, incidents and near misses



- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

The matrix below is used during risk assessment to assess initial activity or location risk, and then residual risk once all the controls have been put in place to decrease risk.

	<b>Very unlikely</b> <b>1</b>	<b>Unlikely</b> <b>2</b>	<b>50/50</b> <b>3</b>	<b>Likely</b> <b>4</b>	<b>Very likely</b> <b>5</b>
<b>Trivial</b> <b>1</b>	1	2	3	4	5
<b>Minor</b> <b>2</b>	2	4	6	8	10
<b>Moderate</b> <b>3</b>	3	6	9	12	15
<b>Major</b> <b>4</b>	4	8	12	16	20
<b>Fatality</b> <b>5</b>	5	10	15	20	25

Table taken from section 4.1 of *Practical Health and Safety in Secondary Schools* by Gill O'Donnell

The school carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the school does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

#### **4. Monitoring Health and Safety**

Health and safety standards must be monitored by the senior leadership team in conjunction with the school governors by the following:

- the Head will conduct an annual premises inspection with the Health and Safety co-ordinator;
- the Health and Safety LAB member report to the Local Academy Board where Health and Safety is a standing item.

##### **4.2 Inspections**

To maintain and improve standards throughout the academy a bi-termly premises safety inspection will take place and records kept. The academy will be inspected by the Health & Safety Co-ordinator and Site Manager. A report will be made to the Local Area Board three times a year.

##### **4.3 Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the Health and Safety Co-ordinator will ensure that an independent health and safety audit is completed at least once every 4 years. The action points identified through the audit will form part of a Health and Safety Action Plan.



## Appendix A

### List of Useful Contacts in School for Health and Safety

Crisis Management Team

Health and Safety Governor

Health and Safety Coordinator

Educational Visits Coordinator

First Aid Coordinator

Person responsible for reporting Accidents/incidents

Trade Union Safety Representatives

Health and Safety Committee:

First Aiders:

Paediatric First Aiders:

List of Display Screen Equipment 'users':

