



# **HEALTH & SAFETY POLICY**

**Reviewed: May 2021  
To be reviewed: September 2022**

## **HEALTH AND SAFETY AT WORK ETC. ACT 1974**

### **FRAMEWORK HEALTH AND SAFETY POLICY FOR EDUCATIONAL ESTABLISHMENTS**

#### **INTRODUCTION**

The Policy of this School is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees and other persons to provide such information, training and supervision as is necessary to achieve this aim.

The Policy will be reviewed on an annual basis or when changes in legislation so warrant.

#### **AIMS OF THE POLICY STATEMENT**

The aim of the Policy is to ensure that reasonable action is taken to ensure the health, safety and welfare of all persons using the premises:

- a) to establish and maintain a safe and healthy environment throughout the school;
- b) to promote and maintain safe working procedures for employees and other persons;
- c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and other substances;
- d) to ensure the provision of sufficient information, instruction, training and supervision;
- e) to maintain a safe and healthy place of work and safe access and egress from it;
- f) to produce effective emergency evacuation procedures;
- g) to produce adequate accident reporting procedures;
- h) to provide and maintain adequate welfare facilities;
- i) to make any special arrangements as may be necessary to ensure the health and safety of any disabled person using the premises.

#### **ORGANISATION**

The Academy Trust retains overall responsibility for health, safety and welfare within education establishments.

The Governing Body has responsibility for ensuring that any health and safety directions issued by the Trust are complied with and that there is a regular oversight of health and safety issues within the school.

**The duties of the Governors are to:**

- a) monitor (including consideration of inspection reports);
- b) prioritise actions where resources are required;
- c) ensure actions are taken;
- d) include health and safety on the Governors' meeting agenda;
- e) discuss and implement the Head Teacher's health and safety report;
- f) consider and ratify the Health and Safety Policy and guidelines for the school premises;
- g) act as client under Construction Design and Management Regulations where building projects are not funded by the Local Authority; If the school funds a construction project with no financial input from the Local Authority then the governors have responsibility for ensuring compliance with the CDM regulations. In this situation the cost of any training required to become conversant with the regulations will have to be borne by the school;
- h) monitor and manage, in conjunction with the Head Teacher, all minor building/contract work not subject to the Construction Design Management Regulations authorised by the school.

The Head Teacher undertakes the day to day management of health and safety within the School and ensures inspections are undertaken in accordance with the Trust Policy.

**Duties of the Head Teacher are to:**

- a) manage on a day to day basis all health and safety matters in the school in accordance with the Academy Policy;
- b) arrange for risk assessments to be carried out and to undertake an annual review;
- c) act as or appoint a competent Safety Supervisor, to co-ordinate and distribute health & safety information to all staff employed or working at the school;
- d) ensure regular inspections of the whole school are carried out;
- e) submit inspection reports to governors and/or the Local Authority;
- f) ensure action is taken regarding health, safety and welfare issues;
- g) prepare an annual health & safety report for the governors;
- h) pass on information received on health, safety and welfare matters to appropriate people;
- i) ensure that an investigation into all major accident/dangerous occurrences is undertaken;
- j) arrange for staff training needs to be addressed;
- k) consult with Governors on policy issues and any problems in implementing the health & safety policy;
- l) co-operate with and provide the necessary facilities for trades union's safety representatives and representatives for employees' safety;
- m) in conjunction with the Governors, monitor and manage all minor building/contract work not subject to Construction (Design & Management) and Regulations authorised by the school.

Employees have a duty to look after their own health and safety and that of others and comply with the employer's instructions regarding health and safety. Employees must tell their line management of any shortcoming in health and safety arrangements.

The duties of all other school based employees are:

- a) conduct their work in accordance with the Health & Safety Policy;
- b) check classrooms/work areas are safe daily;
- c) check equipment is safe before use;
- d) ensure safe procedures are followed at all times;
- e) ensure protective equipment is used, where appropriate;
- f) participate in inspections;
- g) bring problems to the relevant manager's attention;
- h) Review the Risk Assessment/COSHH assessments on at least an annual basis and in the event of need;
- i) Undertake relevant training upon request.

### **ARRANGEMENTS:**

#### **Display Screen Equipment Regulations 1992**

All DSE workstations should comply with the Authority's 'User' Assessment Form and be reviewed annually.

Display screen equipment users will be entitled to eye and eyesight tests and provided with corrective appliances (spectacles) if deemed necessary. Further information is available from the Occupational Health Unit.

#### **Manual Handling Operations Regulations 1992**

Assessments for the manual handling of loads, persons and animals will be undertaken by the appropriate premises manager or line manager and the assessments will be retained by Mr Richard Wilson (Senior Site Facilities Officer) Refer to the Guidance Relating to Manual Handling.

#### **Personal Protective Equipment Regulations 1992**

The provision of personal protective equipment will be determined by the appropriate line manager. Advice on these regulations can be found on the HSE website.

#### **Workplace (Health, Safety and Welfare) Regulations 1992**

All buildings, extensions and building modifications must comply with these regulations. To ensure compliance reference may have to be made to the Education (School Premises) Regulations 1996.

#### **Provision and Use of Work Equipment Regulations 1998**

Wherever possible, any equipment for use at work will be purchased to meet an appropriate (Conformite European) mark or relevant British Standard, in line with the guidelines relating to the provision and use of work equipment.

### **LEGIONELLA**

Due to the potential severity of this kind of disease, it's essential that safe practice is exercised in the maintenance of internal water systems; as well as that staff and managers alike are adequately trained to recognise potentially life-threatening symptoms.

A Risk Assessment is undertaken by a Water Hygiene Contractor and periodic, planned onsite checks and test are completed by the school Premises Team. Records are maintained as evidence of this. All relevant staff are trained in legionella awareness.

## **RISK ASSESSMENTS**

The management of Health & Safety at Work Regulations 1999 require that assessments are undertaken to determine any significant risk to employees and other persons. Significant findings of assessments should be recorded and action taken to reduce the level of risk.

The risk assessment should identify the hazards present and evaluate the extent of the risk. Sample assessments are available from the HET Team drive for schools to evaluate and adapt.

Risk assessments will be carried out by those members of staff associated with the said tasks. The Premises Manager and Business Manager will support those staff in completing risk assessment if required. The Premises Manager will undertake more general risk assessments.

Full inspection of the school will be undertaken at least termly and reported back to the Governing Body. This will be done by the Premises Manger and a SBM from another HET school. The SBM will rotate around the schools so each term a different person will attend the school site.

**A copy of the termly H&S Review and all Risk Assessments/COSHH Assessments are available for view with the Staff Shared area under Health and Safety.**

## **OFFSITE VISITS**

Please refer to HET guidance on the Health & Safety Team Drive. Here you will find Steps expected in the planning process and some sample risk assessments available to be adapted for your visit. All HET schools subscribe to EVOLVE and Offsite Education Consultancy Support.

The HET website also contains an Offsite Education guidance document and policy.

## **PERSONAL SAFETY/LONE WORKING**

Whilst every effort is made to ensure that no-one is on site on their own, it is likely that the Senior Site Facilities Officer and the Site Facilities Officer may be lone working during the school holidays.

A risk assessment has been completed and is saved in the staff shared area under Health and Safety/Risk Assessments/Lone Working. This will be reviewed on an annual basis.

## **WORKING AT HEIGHT**

HSE classifies working at height as when you:

- work above ground/floor level
- could fall from an edge, through an opening or fragile surface; or
- could fall from ground level into an opening in a floor or a hole in the ground

Training is provided for staff who regularly use Ladders as well as Ladder safety awareness. Staff are reminded of safe working practice via the HET H&S Bulletin. There is also a Working at Height Risk Assessment.

## **VEHICLES**

The School utilises the HET policy on Driving at Work.

## **LETTINGS**

The school has a separate Community Use Policy to cover lettings of the school site.

## **MINIBUSES**

The school has a separate Minibus Policy and safety checklist.

## **SMOKING**

The Trust has adopted a No Smoking Policy which bans smoking in all buildings and vehicles. Refer to the policy on Smoking for more information. HET has a No Smoking Policy for the whole site.

## **FIRST AID**

First Aid Procedures and First Aid supplies will be in accordance with the Trust Guidelines Relating to the Health and Safety (First Aid) Regulations 1981, as amended. A First Aid Risk Assessment is available.

**Permanent first aid boxes will contain only those items, which a first aider has been trained to use, namely:**

Plasters – various sizes. Small/medium/large wound dressings. Scissors. Triangular bandages. Conforming bandages. Latex gloves. Tissues. Sterile water (stored separately).

The main box is situated in the disabled toilet on the ground floor and smaller first aid bags specific to a child are located in their classroom.

Spare supplies are available from the disabled toilet on the ground floor and these are checked on a monthly basis by the Designated First Aider.

**A defibrillator is located in the main school office.**

### **Designated First Aider:**

Leanna Starkey; Leanne Hailey; Rebecca Kirven

### **Paediatric First Aid:**

Kirsty Arnold, Tina Gilbey, Caroline Dees, Victoria Hill, Jemma Hird, Samantha Laughton, Christine Miller, Chloe Moxon

### **Emergency First Aiders:**

Donna Gallop, Sophie Allen, Gemma Cobb, Samantha Collins, Louise Crouch, Hollie Martin, Kerin Harker, Amy Walker, Rebecca Joules, Laura McKinnon, Emma Nutley, Toni Pounder, Lindsey Richardson, Sarah Simpson

### **Fully equipped travelling first aid kits are provided for educational visits, the contents of which are:**

Triangular Bandage; Sterile Dressing; Safety Pins; Scissors; Waterproof Plasters; Vent Assist; Crepe Bandages; Sickness Bags; Gloves; Tape.

### **All staff are responsible for monitoring the stock of first aid materials – notifying one of the designated first aiders listed above if restocking is necessary.**

### **Midday Supervisors have first aid “bum bags” available for use when out on the field/playground.**

## **ACCIDENTS**

An accident record book is kept and completed for every accident or injury, however minor. For children, these are carbonated, with the original going home to the parent/carer.

Near miss accidents, not resulting in injury, must be reported to Mrs Nicola Loten/Mrs Wendy Crombleholme, as a matter of urgency and a HET Near Miss Form completed for recording and analysis purposes.

If an accident occurs then, if necessary, a report must be completed in accordance with the school procedures. Guidance can be sought from the Wendy Crombleholme, SBM or Nicola Loten, Head Teacher.

## **REPORTING A MINOR INJURY**

Whenever a minor injury occurs, due to a fault of the organisation, then form AIR 1 must be completed. Please inform the Head/SBM immediately who will ensure the completion of AIR1 and subsequent investigations if appropriate.

The relevant forms are electronically available. In the event of a major injury, or when the employee is disabled from normal work for more than **seven** days, dies or in the event of a dangerous occurrence, an online RIDDOR return should be completed in

addition to the AIR 1. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

## **REPORTING OF A MAJOR INJURY OR DANGEROUS OCCURRENCE**

Death, major injury, hospitalisation for more than twenty four hours, absence from work for more than seven days or a notifiable dangerous occurrence must be immediately reported to the Health and Safety Executive. Within fifteen days, a notification must be sent to the Health and Safety Executive, Festival House, Jameson Street, Hull HU1 3JR, telephone (01482 223487) The SBM has details of a HSE website for logging incidents online immediately. A hard copy of this record will be emailed to the school.

## **EMERGENCY PROCEDURES**

In any school there is always the potential risk of a fire and to a much lesser degree a bomb threat.

The Headteacher is the Principal Fire Marshall and staff must follow the Fire Action Posters displayed across the whole school site. Designated Fire Wardens will be checking various areas are clear.

### **The Principal Fire Marshall also being the Bomb Alert Warden.**

It is imperative that all building users are aware of and understand the emergency evacuation procedures.

In the event of a fire or bomb threat, building users must follow the instructions, e.g. fire action notice, evacuate the building and assemble at the designated assembly point on the field.

Escape routes and doors are clearly signed and free of obstructions at all times and doors are easily accessible.

Firefighting appliances are periodically checked by the Senior Site Facilities Officer/Site Facilities Officer and annually inspected by the Trust designated contractor.

A record is kept of all fire drills and practices.

Further information can be found in the Log Book and Risk Assessment Procedure. An up to date critical incident plan box is held in the school office, electronically saved and backed up off site. The Head Teacher has an incident box at home.

## **ELECTRICAL SAFETY**

All portable appliances will be examined on a regular schedule via our Senior Site Facilities Officer or by using contractors who are NICEIC registered. The examination of the fixed equipment, i.e. from the mains distribution board to the socket outlet, will be arranged by the Managed service provider

The use of personal electrical appliances on site is prohibited unless evidence is produced to show a test/examination or arrangements are made for such test/examination.

Fixed electrical testing is carried out on a rolling programme.

### **DEFECTIVE EQUIPMENT**

Any defective equipment must be taken out of use immediately and arrangements made for either it's repair or disposal. Repaired equipment must be checked prior to use.

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

Under the COSHH Regulations all staff have a duty to prevent or control exposure of employees and other persons to substances hazardous to health.

The regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, bleach fumes, etc.

COSHH assessments should be carried out where there are significant risks from hazardous substances and COSHH assessments must be brought to the attention of all relevant employees. They are held on the staff shared area and reviewed annually or as needed.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

Further information can be found in the Guidelines Relating to the Control of Substances Hazardous to Health Regulations 2002.

### **DEFECTS IN BUILDINGS**

Any person discovering a building defect must report the matter to the Head Teacher. The area must be rendered safe or made out of bounds and reported to a Building Surveyor for action.

### **TRAINING**

When necessary, training will be arranged for employees to meet the needs of Education requirements. All employees shall have access to relevant information, instruction, training and supervision to enable them to work safely, efficiently and effectively. On an annual basis staff are provided with our Staff Handbook which includes some Health and Safety related information, as well as regular Health & Safety bulletins from HET and at staff meetings. Topics rotate across the year. All staff are asked to read any risk assessments and related documentation that is relevant to their post. They are expected to sign to say they have done this. Signed proformas/ emails are retained to evidence this annual review.

### **CONTRACTORS AND VISITORS**

All contractors and visitors must report to reception, sign in and obtain an identification badge, and be informed of any known hazards on site. Any safety rules must be explained.

**INFECTIOUS DISEASE**

Information and advice on infectious disease can be obtained from the Occupational Health Service Provider.

This document is not a finite statement and cannot include all items necessary to achieve safe working conditions. It is incumbent upon us all to comply with statutory requirements and internal arrangements to help achieve and secure a safe and healthy place to work.

**Signed: .....**  
**Mrs Jane Lewis (Chair of Governors)**

**Date: .....**

**Signed: .....**  
**Mrs Nicola Loten (Head Teacher)**

**Date: .....**