

Health and Safety Policy

January 2023

Document title			Health and Safety Policy
Author (name & role title)			<i>Amy Thain – School Business Manager</i>
Version number			V1
Date approved			27 March 2023
Review cycle			Biannually
Approved by			Senior Leadership Team
Date of review			January 2024
Document history			
Version	Date	Author	Note of revisions
V1		Cathy Friend	New document due to new ownership

Heathermount School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core value of building confidence and preparing students for life.

While this current policy document may be referred to elsewhere in Heathermount School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.
- A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)

Heathermount School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment. All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Heathermount School.

The policy documents of Heathermount School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

Purpose and Aims

The Proprietors and Headteacher believe that the health and safety of everyone within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of Cavendish Education and Headteacher to ensure that a safe and healthy environment is provided and maintained for all our students, employees and visitors. This will include the provision of safe systems of work both onsite and offsite, safe practice and equipment and a safe access to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

Cavendish Education and Headteacher will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include students, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

We believe that the health and safety standards will be maintained only with the cooperation of all staff, students and visitors to the school. We expect all staff to cooperate fully with this policy. In addition we will ensure that all students, visitors and contractors are provided with the information they require to enable them to comply with this policy.

This policy is written with reference to the DfE guidance "Health and safety: Advice on legal duties and powers". February 2014 and considers the "Health and Safety at Work Act" 1974.

This policy links to other policies and practices within the school that are in place to keep staff, students and visitors safe at all times. These include:

- Child Protection
- Critical Incident
- Fire Action
- First aid
- Lone worker
- Offsite visits
- Risk assessment
- Safer recruitment
- Supervision and security

1. Responsibilities

Proprietors

Cavendish Education, as employers will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to fulfil this responsibility, Cavendish Education will:

- Ensure the school's Health and Safety Policy and procedures are kept up to date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the school.
- Ensure that there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect of health, safety and welfare.
- Receive reports at each meeting from the School Health and Safety Committee in order to enable Cavendish Education to monitor the adequacy of arrangements and take any action necessary.

The Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the school and in particular will:

- Provide liaison with Proprietor and any independent Health & Safety regulators
- Budget for safety and health matters
- Review the Safety Policy, in conjunction with the School Health and Safety Committee no less frequently than once every two years and when significant changes occur within the organisation of the school.
- Develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling.
- Ensure health and safety issues associated with major building projects are complied with.
- Ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents.
- Report on health and safety to governors each term.
- Ensure that health and safety is considered as an integral part of teaching.
- Identify staff training requirements to allow the school to comply with legislative and good practice that relate to or affect health, safety and welfare.
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation.
- Ensure that Safety Inspections are carried out at regular intervals, recorded and that necessary remedial action is carried out
- Have a general oversight of health and first aid matters.
- Liaise with outside bodies concerned with safety and health
- Provide appropriate health and safety training for all staff at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Safety Policy outlining restricted tasks and activities.

- The SLT will assume these duties in the absence of the Headteacher and have the authority to make and implement decisions throughout the school at any level if there is:
 - Immediate danger
 - Dangerous practice
 - Breach of the law

ORIGINAL

The School Business Manager

The School Business Manager is responsible for the coordination of health and safety management throughout the school. Additionally, the School Business Manager (sometimes delegated to the Site Manager) will:

- Liaise with outside bodies concerned with health and safety e.g. Independent Health & Safety inspectors
- Ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements.
 - First aid
 - Fire and emergency evacuation
 - Risks assessments, including fire, display screen equipment, manual handling, substances and general risk assessments
- Feedback results of independent inspections
- 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 (Delegated to site manager)
- Monitor the general safety programme
- Make recommendations to the SLT and specific staff for matters requiring immediate attention,
- Make recommendations to Cavendish Education and SLT on matters of safety policy in compliance with new and modified legislation
- Monitor accidents to identify methods of reducing accidents
- Notify leadership team of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage
- Ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified
- Instigate and ensure that safety procedures are developed and adhered to for operations carried out in school
- Carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out
- Routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken (Delegated to site manager)
- Review termly premises inspections with the Headteacher and keep records of any faults identified (if appropriate)
- Attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Coordinator
- Ensure all portable electrical equipment is tested on a regular basis (Delegated to site manager)
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place
- Arrange Health and Safety induction and regular training for staff and keep staff up to date regarding policy and practice.
- Consider health and safety matters in the selection of outside contractors.
- Attend to action points and recommendations from the Headteacher, Safety Representatives and independent inspections
- Meet with the Headteacher on a weekly basis to discuss and manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc. (Delegated to site manager).

- Report to the Headteacher any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery equipment, substances etc. is accompanied by adequate information and instruction prior to use. (Delegated to site manager)
- Test and record the fire alarms and emergency lighting weekly and there is also a comprehensive 3-hour emergency lighting test every 6 months. (Delegated to site manager).
- Fire extinguishers are tested monthly (Delegated to site manager)
- Maintain a record of hazardous substances used for cleaning and similar purposes (Delegated to site manager).

All staff will:

- Ensure that they have read the Health and Safety Policy and work in accordance to it and their training and instruction.
- Fully support all health and safety arrangements and cooperate fully with their employer on H and S matters.
- Ensure they sign in and out of the school building at all times and encourage all visitors to do so.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Ensure that students are supervised and aware of safety issues in relation to the forest school area and pond.
- Be responsible for the immediate safety of the students in their classroom and as such it is their responsibility to ensure that it is maintained to a high standard in respect of health and safety issues. Use equipment safely.
- Ensure, as far as is reasonably practicable, that students use equipment safely.
- Report situations which may present a serious or imminent danger to the Headteacher, Site Manager or School Business Manager.
- Report any defects and hazards to the Site Manager.
- Report any concerns of abuse to students to the DSL.
- Complete an 'Accident / Incident' form on SchoolPod, in the event of a significant accident or incident of violence.
- Ensure appropriate risk assessments are in place in relation to their working with students.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

Students are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported to them on newsletters or through memos or emails.

- Support the school in relation to the procedures put in place to manage the Covid-19 pandemic and other illness outbreaks.

2. First Aiders

First Aiders, when on duty, are 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 rooms and equipment to monitor student health records prior to entry and to report/advise Headteacher/SLT 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 the school sites.
- To ensure the necessary records are maintained relating to accidents associated with the work of the school.

Staff Liaising with 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 site manager for him to rectify.

Staff must ensure that a contractor arriving at site, reports to the school office 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 Headteacher to liaise with the contractors must undertake this activity.

Members of Staff Generally

Each member of staff is responsible for his or her personal safety and that of other persons in the school by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the school office on arrival at any site). Staff are reminded of the general duty imposed by the "Health and Safety at Work etc. Act 1974" 'It shall be the duty of every employee while at work;

To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and

As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with them so far as is necessary to enable that duty or requirement to be performed or complied with.' 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.' School Health and Safety Committee (to meet once a term or more if needed)

The School Health and Safety Committee representing the various groups within the school is comprised of:

- Headteacher
- School Business Manager
- Site Manager
- Finance Assistant

Overall Function and Objective

“To provide effective communication and consultation between management and employees in order that the health, safety and welfare policy and procedures are properly maintained and developed”.

Specific Functions

To consider information and reports relating to health, safety and welfare matters and to make recommendations/observations accordingly

- To consider and make recommendations regarding individual health and safety problems which have not been resolved*
- To develop policy to improve and maintain health and safety issues for staff and students
- To encourage the implementation and maintenance of effective safety rules and practices at all levels.
- To encourage effective communication regarding health, safety and welfare matters.

(*Note: The School Health and Safety Committee, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have been taken to resolve the problem at department level. The Committee shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the proprietor.)

Training

Training and Information

Every member of staff will have a copy of this document and will complete an induction programme in order to ensure that they are informed of key information to include:

- School procedures for reporting and recording accidents and incidents
- Dealing with emergencies
- Dealing with first aid emergencies
- Workplace safety for staff, students and visitors (including lone workers)
- School security
- Occupational health and dealing with stress management
- Manual handling
- Hazard spotting (Including control of hazardous substances and asbestos)
- Maintenance and testing examinations

General emergency procedures relating to emergencies on the school site

The alerting of any emergency is via the school office.

- For information or if students are involved the SLT will be contacted
- If building access is required or if it is necessary to isolate an potential hazard the Site Manager will be contacted
- In the event of a major disaster the Headteacher and Senior Leadership Team must be alerted.

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 off before a senior member of staff or the site manager 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 (if this is possible). Everyone must walk swiftly – not run – and take no belongings with them.

Fire Action plans are posted in each classroom and area of the school.

In some incidents of major emergency there is a different sounding alarm for 'stay put' actions. All staff are trained in how to manage these additional crises.

Lockdown procedures

At Heathermount School the lockdown procedure is put into motion in two instances: A partial lockdown would be used in the event of a risk in the area: for example chemicals, protests or an animal on the loose. A full lockdown would be for when there is an immediate risk for example an intruder onsite.

In both instances, staff will warn students by blowing their whistle 5 times. Students will then move with staff quickly and calmly to the nearest, safe building. Staff will use furniture to block doors, close blinds, turn lights off, everyone should hide under tables or against the wall. Staff and students must remain as quiet as possible and stay in the room until emergency services have told them it is safe to leave.

Critical Incidents (including threat of terrorism or natural disaster)

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 Headteacher and Senior Leadership Team will liaise with the Police, Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, students, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a threat to the school community must immediately inform the Headteacher or a member of senior management in their absence.

First Aid Procedure

Please refer to separate First Aid Policy for full details.

- There will be at least 2 people on the staff who will have current first aid training. There will be at least one qualified person in each department at any one time.
- First aid boxes are kept in the office and medical room. First Aid is usually administered in the School Office or medical room.
- The First Aiders provide first aid support and maintain a central supply of first aid materials to supplement first aid boxes.
- Portable First Aid kits are taken on educational visits and are available from the School Office.
- The school First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All relevant staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.
- Parents will be expected to inform the school if their child has an allergy and a list of children with allergies will be kept in the school office.
- All serious injuries which come to staff attention will be recorded in the Incident Book/Accident Report Book.
- All head injuries will be recorded and reported to parents using the school letter. This outlines the symptoms and injury. If there are any concerns, parents should be telephoned immediately.
- A defibrillator is available from the main school office and staff are trained on how to use it.

Accidents and Incident Reporting

Some work-related injuries must be recorded in compliance with the Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These include: death, major injuries, over 7 day injuries, accidents resulting in hospitalisation and specific dangerous occurrence.

On a day-to-day basis accidents and incidents are monitored through;

- Any student complaining of illness or who has been injured is sent to the school Office/Reception for the qualified First Aiders to inspect and, where appropriate, treat.
- All incidents, ailments and treatment are reported in the accident section of SchoolPod.
- All medication administered to a student is recorded in the books in the medical room.
- Parents are contacted if there are any doubts over the health or welfare of a student.
- In the event of a serious incident an ambulance is called and a member of staff accompanies the student to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a student to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company. Staff are required to remain with the injured person until a parent or guardian arrives.
- If staff are concerned about the welfare of a student they should contact the School Office immediately. If an injury has been sustained, the student should not be moved.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.
- Any serious staff accident must be reported to Cavendish board and insurance company.

As the school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive, it is important that the Headteacher 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 reoccurrence. The leadership team will monitor the accidents to identify trends.

Health Issues

Staff Illnesses

Staff returning to work after an absence of sickness will have a return-to-work interview. If there is a risk identified, temporary changes may be outlined to their working conditions so there is a gradual return to work. Persistent absences and sickness may be referred to occupational health to ensure the staff member is safe to be working.

In the case of suspected or confirmed Covid-19, individual staff members and the leadership team at the school will follow government guidelines for isolation and for test and tracing.

Smoking

There is a No Smoking Policy at Heathermount School. Those wishing to smoke must do so away from the school building. 'Smoking' includes vaping and e-cigarettes. We ask that any staff that smoke, wash their hands and take good oral care before working with students (who may be sensitive to odours).

Alcohol and Drug Abuse

Staff attending work whilst under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents to themselves, to colleagues and to students. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgement is impaired will be excluded from work and will be subject to disciplinary procedures. Please refer to the Staff code of conduct.

Some drugs prescribed for medical reasons are likely to impair judgement and lower concentration. If at any time, staff feel affected when on medication they must inform their line manager so that additional arrangements may be made to safeguard them whilst at work.

Stress

Stress has been shown to result in 'physical symptoms' such as exhaustion, poor sleep, anxiety, palpitations, hyperventilation, and general malaise. However, it has also been shown that some stress is necessary on a day-to-day basis, to stimulate us, keep us alert and prevent boredom.

Studies have shown that excessive workloads can be directly linked to stress and ill health. It has also been shown that levels of stress are generally higher amongst workers who have a high workload, little control over the speed at which it is presented to them, and how they choose to deal with it. The school offers a number of support strategies to help staff working with children who challenge us daily, to manage their stress and can support staff by completing a stress risk assessment. Comprehensive information can be found in the Heathermount Health and Wellbeing Policy.

All staff receive a copy of this document at induction in their supplementary guidance pack.

Wellbeing surveys of staff are completed annually and look at factors like stress. If necessary, this may prompt a stress risk assessment.

Any staff who have concerns regarding workload and the effects it may have on health are encouraged to discuss these with their manager.

Alternatively, the school does provide a confidential counselling service (short term, long term, plus a 24-hour hotline).

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 whilst they are pregnant and many return to work whilst they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children.

Procedure: Staff (full or part-time) are required to inform the Headteacher as soon as possible and in writing when pregnancy has been confirmed. The Assistant Head or representative will undertake a risk assessment of the employee's 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.

A member of the SLT is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

Risk assessments and guidance notes/school codes of practice

H and S law requires the employer to assess risks. This is the process of thinking about risk and the steps taken to minimise them. The Headteacher and School Business Manager complete a review of risk assessments of the site annually. Risk assessments are completed for vulnerable workers and where daily teaching and learning practices require them.

Specific risk assessments are required for activities involving fire, manual handling and substances, more general risk assessments must be completed for those activities where specific assessments have not been carried out, including on and off-site activities, individual risks. All staff have a responsibility to make themselves familiar with any risk assessments relating to their area of work.

The following staff will complete risk assessments for the areas highlighted below

- Premises: Site Manager, School Business Manager and Headteacher
- Curriculum: Subject Leaders and Coordinators
- Off Site Visits: Activity leaders
- Individual / Specific: All staff

Specific hazards

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

Display screen equipment (DSE)

- All staff who use a PC on a regular basis throughout the day must complete the Workstation Assessment. Regular is defined as 'using the computer continuously for an hour or more at a time'. Teachers do not usually fall into this category as they take breaks away from the screen during their teaching, and during PPA they can make their own breaks.
- We aim to re-assess existing staff every three years.
- A change of workstation (e.g. a new office) or a change to a medical condition (e.g. carpal tunnel in the wrist) would prompt an earlier review of the DSE assessment.

Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Staff should pay attention to the equipment they use and should give it a visual inspection before each use.
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who will direct them.
- All electrical equipment is PAT tested annually and logged with the Site Manager. If there is any doubt about the safety of the equipment it will not be used. Any potential hazards must be reported to the site manager or member of the SLT immediately.
- The Headteacher must be aware of and approve the use of any item being brought into school by a member of staff, volunteer or a student.
- The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions and holiday decorations etc

Machinery and Equipment

Any tools used by students are under the strict guidance and close supervision of the teacher or the teaching assistant. Such equipment – even simple items such as scissors – must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.

Manual Handling

- All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by students but they must be given clear instruction in the correct way to lift and handle items.
- There must always be at least 2 students per piece of equipment or mat.
- Close supervision is appropriate at all times.
- The Site Manager and School Business Manager will be responsible for ensuring training is undertaking for manual handling tasks. Training will be offered to those staff who are expected to lift objects.
- If any staff are concerned about moving goods, equipment or furniture, they must ask for help or do not undertake the activity.
- Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

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.
- It is the duty of all staff to be vigilant and aware of possible hazards.
- The school will be cleaned as per the cleaning schedule and will be monitored by the School Business Manager and Site Manager who will report to the Head Teacher.
- All waste will be disposed of according to appropriate health and safety guidelines.
- Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

Slips, Trips and Falls

It is unrealistic to expect students never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, School Business Manager or Site Manager.

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.

Security

- The entrance Hall and grounds are secured by an access control system.
- Fob entry and exit systems to all external doors and gates.
- Visitor badges for visitors. All visitors report to the main office on arrival/exit.
- A signing in and out system for visitors, staff and students.
- Security alarm is fitted to the building and outside lighting.
- CCTV is fitted to the entrance and exit gates

Violence At Work

All staff must report to the Headteacher any incident of aggression or violence (or near misses) directed at themselves from any source. All incidents of violence will be logged on School Pod.

Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No student should be left unsupervised.
- Staff should be in class when students come into class in the morning.
- Staff should be punctual in collecting students from the playground and moving between lessons.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- If a parent or taxi is unable to collect a student after school due to unforeseen circumstances, staff should make every effort to contact the parent, taxi companies and emergency contacts. The student will be kept safe and supervised at all times until alternative transport can be found, and the student can return home safely.

Off-site Visits

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school policy on educational visits and Risk Assessment.

- Parents will be informed of any off-site activities taking place
- Parents' consent to off-site activities by completing an EV2. As such, consent is not required for each off-site visit occurring during normal school hours.
- Written consent is requested for activities requiring higher levels of risk or those that operate outside of school hours.

Hot Drinks

- Staff should ensure that they only transport hot drinks around school in closed top flasks when it is quiet in the corridor areas.
- Hot drinks should not be transported when large numbers of students are moving around school.

Movement around School

- Pupils should be encouraged to walk around school in single file and stand in single file when waiting.
- No students should remain unsupervised in classrooms.

Hazardous Substances Control of Hazardous Substances

A folder of data sheets and COSHH risk assessments for substances in school can be found in the school office. Cleaning substances are always kept locked away. The Subject Leader for Science is responsible for the safe storage and use of hazardous chemicals required for lessons.

Checks should:

- ensure there is Identification of all substances used
- assess the level of risk to health
- eliminate the use of substances or substitute a safer alternative
- introduce and monitor control measures to prevent risk

Asbestos

To ensure maintenance, repair work and improvements on school buildings are carried out safely: Staff and visitors know what precautions to follow

- Where necessary, staff are appropriately trained and clear lines of accountability are established
- All work on buildings is carried out only after consulting the documentation on asbestos
- Any work likely to affect asbestos-containing materials is carried out by a qualified person, after consultation with those who have duty-holder responsibilities, such as the employer, the governing body, or the building owner.

Noise at Work

All members of staff need to be aware of 'nuisance noise' and respect the needs of others in the school. Common courtesy by all members of staff, students and visitors to the school will prevent problems arising. Any member of staff, or visitor detecting a potential problem will report immediately to a member of the SLT.

Administration of Medicines

We must stress that children should not be at school if they are unwell and should receive their medication at home if at all possible.

Medication to be given should be sent to the school as a single dose, wherever possible, clearly marked with the original medicine label and the name of the child. Parents should give written consent for the administration of the medicine. The first aider or nominated person will administer medicines and keep a record that they have been given. If we receive medication without written instructions or authorisation, then the medication will not be administered.

Medication is stored locked away securely in the first aid cupboard in the first aid room which always remains double locked. There is a small fridge in the first aid room for any emergency medication that needs refrigeration.

Inhalers for asthmatic students and EpiPens will be kept in the first aid cupboards in the school office where it is always available for immediate use. If necessary, one will also remain with the teacher of the child to allow instant use as required. Also see Administration of Medication Policy.

Head Lice

If eggs or lice are noticed in a student's hair a letter is sent home informing the student's parents. A general letter is sent to the parents of all students in a class or Key Stage if there is a case of head lice in the class. It will not contain the name of the student with lice.

HIV and other risks of contamination

- No person must treat a student who is bleeding, without protective gloves.
- Protective gloves are stored in the School Office and medical room.
- Sponges and water buckets must never be used for first aid to avoid the risk of contamination.

Monitoring

Health and safety standards must be monitored by the SLT and site manager in conjunction with Cavendish Education by the following:

- Regular health and safety meetings between Headteacher, Site Manager and School Business Manager
- SLT will include health and safety as part of the agenda of their regular meetings
- Regular independent inspections with a Health & Safety inspector
- Regular consultation with the Health & Safety Committee and School Advisory Board.
- External Inspections
- Health and safety reports to the school Advisory board
- Yearly Independent Health and Safety inspection are conducted (currently by Office Test)
- Yearly Independent Fire Inspections are conducted (currently by Office Test)
- Annual Fire equipment (alarms, fire extinguishers and emergency lighting) serviced and safety check Portable Appliance Testing (PAT) carried out annually
- Gas safety certificate obtained annually
- Fixed wire testing certificate obtained every 5 years
- Legionella testing carried out annually
- Intruder alarm serviced annually
- Fire detection system service every 6 months
- Fire escape serviced every 5 years
- Full fire inspection carried out every 3 years by an external company. Internal inspections carried out annually.

Site Inspections

- The Site Manager inspects the site as part of their daily routine.
- Urgent matters are referred to the Headteacher or School Business Manager and actioned ASAP.
- The Site Manager inspects the site on a termly basis.
- The School Business Manager reviews Risk Assessments on an annual basis or as and when necessary.

Auditing

- As a means of confirming that the necessary systems to comply with legislation are in place and are being followed.
- The Health & Safety Committee will meet termly to audit implementation and set action points.
- Any action points identified through the audit will form part of the school development plan.

Visitors

- The Headteacher and Proprietors must accept the responsibility for health and safety of visitors to the school, including contractors.
- All visitors to the school will be signed in at the school office and signed out when they leave using the Passtab system.
- Each class teacher will accept responsibility for specific students, volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.
- Class teachers will direct students and volunteers to the office to ensure that they have the necessary safety information.

Safety Policy Review

The school acknowledges that the Health & Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues. The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on an annual basis.

References:

[The Management of Health and Safety Regulations 1999](#)

[The Adventure Activities Licensing Regulations 2004](#)

[Information about reporting injuries](#)

[Information on transport legislation affecting schools](#)

[Health and Safety Executive, information on a range of health and safety issues](#)

[Association for Science Education, for advice on science safety](#)

[Association for PE, for advice on safety in PE and school sports](#)