



Health and Safety Policy

Date policy last reviewed: _____

Signed by:

| | | |
|-------|--------------------|-------------|
| _____ | Headteacher | Date: _____ |
| _____ | Chair of governors | Date: _____ |

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Statement of intent

The governing body acknowledges West Sussex County Council's (WSCC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

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

We are committed to:

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

1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

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

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

1.3. This policy operates in conjunction with the following school policies (this list is not exhaustive):

- **COSHH Policy**
- **First Aid Policy**
- **Infection Control Policy**
- **Educational Trips and Visits Policy**
- **Lone Working Policy**
- **Fire Risk Assessment**
- **Personal Emergency Evacuation Plan**
- **Administering Medication Policy**

2. Roles and responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the schools undertakings and is answerable to the LEA for its actions, on behalf of whom it makes decisions. The governing body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls.

The Head Teacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Team Leaders/Assistant Heads are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or governing body and detailed in the organisation section of the policy. Team leaders/ Assistant Heads are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

2.1. The **governing body**, in conjunction with the **headteacher**, will:

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

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

2.2. The **headteacher** will:

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

Team Leaders/Assistant Heads will:

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

2.3. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.

- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

3. Construction and maintenance of the premises

3.1. When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

3.2. Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
 - The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
 - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
 - The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
 - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;

- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.
- 3.3. The **Business Manager** will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.
- 3.4. The **Business Manager** will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.
- 3.5. The **Business Manager** will ensure that:
 - The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of principal contractor/principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
 - The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
 - The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
 - The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
 - Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
 - The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
 - Following completion of the project, the health and safety file is handed over to the **Business Manager**, and is made available to anyone who needs to alter or maintain the building.

- 3.6. The **Business Manager** will hold progress meetings with the project team to ensure that all members are carrying out their roles as required.
- 3.7. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of the above and an induction pack which includes relevant school policies, procedures and risk assessment. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continually monitored whilst onsite.

Under the direction of the Business Manager The Premises Manager is responsible for the management of contractors

The internal and external premises will be inspected at regular intervals by the Premises Manager, the inspections are recorded and resulting issues reported to the School Business Manager. The school is to be kept clean and tidy, free from hazardous obstacles. Staff will report any defective equipment, furniture or premises issues to Premises Manager using the defects log. The Premises Manager will sign and date completed actions in the log book.

4. Glazing

4.1 The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premises Manager is responsible for glazing management.

5. Electricity

5.1 All portable electrical equipment within the school is to be tested annually and records of these tests will be held at the school

5.2 Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks

5.3 A 5 yearly check of the fixed electrical installation is completed and records kept.

Electrical safety is managed by the Premises Manager under the direction of the Business Manager.

6. Gas

6.1 The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. Gas safety is managed by the Premises Manager under the direction of the Business Manager.

7. Water Quality

7.1 The Premises Manager under direction of the Business Manager is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by Abbott Surveyors Ltd.

8. Training

- 8.1. The school will ensure that staff members are provided with the health and safety training they need for their job. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by the School business Manager. This includes but not limited to attendance at training courses, providing staff with basic instructions and information about health and safety in the school.
- 8.2. The **Business Manager** will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom.
- 8.3. Staff members will be provided with regular training opportunities and have access to support where needed.
- 8.4. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.
- 8.5. Staff will be trained on how to assess risks specific to their role.

9. First aid

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

The lead First Aider is Office Administrator with responsibility for First Aid, the staff outlined in Appendix 1 are trained First Aiders. Details of the School's first aid trained staff is displayed in the staff room. The Business Manager monitors first aid training to ensure certification remains in date.

The Office Administrator with responsibility for First Aid is the designated person for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all

times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

10. Contacting the emergency services

- 10.1. Staff will contact the emergency services in an emergency.
- 10.2. Where an ambulance is called for a pupil, **office staff** will contact the pupil's parents.
- 10.3. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is **the lawn outside the Junior School**
- 10.4. Staff will be aware of any pupils who have specific evacuation needs.
- 10.5. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

11. Fire safety

- 11.1. All staff members fully understand and effectively implement the Fire Evacuation Plan.
- 11.2. The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to the premises or work arrangements.
- 11.3. Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- 11.4. The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 11.5. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
- 11.6. The school will test evacuation procedures on a termly basis.
- 11.7. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 11.8. There is reasonable Firefighting equipment onsite and will be checked on an annual basis by an approved contractor.
- 11.9. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office.
- 11.10. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.
- 11.11. There are no general fire hazards around the building, particularly near escape routes. Escapes routes are unobstructed and clear access for firefighters.

- 11.12. Develop PEEP (personal emergency evacuation plans) for those staff and or pupils who require additional assistance to evacuate the premises.

The designated person for fire safety within the establishment is the **Headteacher**. They will ensure that the above is adhered to and ensure there is an up to date **Emergency Fire Plan**, which details the procedures to be followed in the event of fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Where necessary the plan will include the following features:

- Action on discovering a fire and calling the fire services (these notices will be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in house fire safety awareness training is carried out annually for all staff)
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

12. Accident reporting

12.1 All accidents and incidents, to staff, visitors and contractors including near-misses or dangerous occurrences, will be reported as soon as possible to WSCC using the online accident reporting system. Minor injuries and direct visits to the hospital are also reporting to WSCC using the online system.

12.2 Office Administrator with responsibility for First Aid is responsible for reporting accidents.

12.3 The Headteacher and School Business Manager will monitor accidents and incidents in order to identify trends and report to the governing body.

13. Significant accidents

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

13.2. The 'specified injuries' which must be reported include the following:

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

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

13.3. Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings

- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

14. Reporting procedures

- 14.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the school will file a report as soon as is reasonably possible.
- 14.2. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.
- 14.3. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).
- 14.4. Fatal and specified injuries, as outlined in 9.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

15. Reporting hazards

- 15.1. Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- 15.2. In the main, reporting should be conducted verbally to the Business Manager as soon as possible, who will then inform the headteacher as appropriate.
- 15.3. Serious hazards will be reported using the appropriate form (see link above)

16. Accident investigation

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

17. Our active monitoring system

- 17.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
 - Annual audits, including fire risk assessments and health and safety audits.
 - Termly examination of documents to ensure compliance with standards.
 - Termly inspection of premises, plants and equipment.

- Monthly reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

18. Bomb threat procedure

- 18.1. In the event of an emergency, the procedures outlined in the Lockdown and Evacuation Policy and Lockdown Procedure will be followed.
- 18.2. All staff members are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in school office
- 18.3. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
 - Where is it?
 - In which building is it and on what floor?
 - What time will the bomb go off?
 - What does the bomb look like and what colour is it?
 - What type of bomb is it and what type of explosive?
 - Who are you?
 - Why are you doing this?
 - Do you have a code word?
- 18.4. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.
- 18.5. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 18.6. Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.
- 18.7. Where possible, recording devices will be used whilst receiving a bomb threat.
- 18.8. The staff member receiving the call will contact the headteacher immediately, who will then alert the police and the LA.
- 18.9. The headteacher will decide whether or not to evacuate the building.

19. Evacuation

- 19.1. The school will follow the procedure outlined in the Personal Emergency Evacuation Plan in the event of a crisis.
- 19.2. In the event of a fire, the Fire Evacuation Plan will be implemented.

19.3. If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation in person or via the internal phone system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
 - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
 - Take all essential personal items with them, to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

20. Emergency Provision/Business Continuity

20.1 The emergency plan details procedures and arrangement to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties, i.e.. Parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the Headteacher.

21. Visitors to the school

- 21.1. All visitors and contractors will sign in to reception.
- 21.2. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- 21.3. No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.
- 21.4. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

- 21.5. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 21.6. Visitors and contractors will wear a visitor's badge / lanyard at all times while on school grounds.
- 21.7. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 21.8. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- 21.9. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 21.10. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling **999**.

22. Personal protective equipment (PPE)

- 22.1. PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.
- 22.2. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- 22.3. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- 22.4. Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.
- 22.5. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 22.6. 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.
- 22.7. Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.
- 22.8. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 22.9. 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.
- 22.10. The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:
 - Protective clothing that staff require to fulfil their roles.

- A uniform that employees only wear to work.
- 22.11. The Business Manager will keep a record of all expenses related to PPE and uniform for HR and finance purposes.
- 22.12. In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not exempt.
- 22.13. Using a P11D form, the school will report the cost of the following to HMRC, unless they are exempt:
- Buying the clothes for employees
 - Lending clothes to employees
 - Cleaning or repairing clothing
- 22.14. The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement.
- 22.15. If the school follows either of the below procedures, we will not report uniform costs to HMRC:
- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC.
 - Paying back the employee's actual costs.

23. Any other clothing

- 23.1. If the school purchases clothing for employees, or lends it to them, we will:
- Report the costs on P11D form.
 - Pay Class 1A National Insurance on the value of the benefit.
- 23.2. If employees purchase clothing that is necessary to complete their role and the school reimburses them, the school will:
- Add the value of the benefit to employees' earnings.
 - Deduct and pay PAYE tax and Class 1 National Insurance through payroll.
- 23.3. If employees purchase non-durable clothing, e.g. rubber gloves and the school reimburse them, the school will:
- Add the value of the benefit to the employees' other earnings.
 - Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.
- 23.4. If employees pay to have clothing cleaned or repaired, the school will:
- Add the value of the benefit to employees' earnings.
 - Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

- 23.5. The value of clothing for tax and reporting will depend on whether the school has given or lent clothing to employees.
- 23.6. If clothing is given to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:
- The second-hand value of the clothing when it is given to employees
 - The initial cost of the clothing
- 23.7. If clothing is lent to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:
- 20 percent of the clothing's market value when first provided to employees
 - Any annual rental or hire charges the school pays for it

24. Maintaining equipment

- 24.1. When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:
- All electrical appliances
 - All fixed gymnasium equipment

External and internal play and physical education (P.E.) equipment is serviced by The Play Inspection Company. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Business Manager. The Premises manager regularly monitors external play equipment and defects are reported immediately to the Business Manager. Faulty equipment is immediately decommissioned.

25. Control of Substances Hazardous to Health (COSHH)

- 25.1. The school will act in accordance with the school's COSHH Policy at all times.
- 25.2. No chemicals or other hazardous materials will be used without the permission of the Headteacher/ Business Manager.
- 25.3. The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- 25.4. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- 25.5. The site manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from

CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

- 25.6. The Premises Manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.
- 25.7. Control measures will be checked and reviewed by the Premises Manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- 25.8. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 25.9. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 25.10. Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 25.11. Dust and fumes will be safely controlled by local exhaust ventilation equipment.
- 25.12. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 25.13. The Premises manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.
- 25.14. An annual audit of hazardous materials will be undertaken by the Premises Manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the schools COSHH risk assessment file, along with the relevant datasheets and COSHH assessment request form. All documentation will be made available to employees who are required to use these substances at work and is stored in the staff room.

The School Business Manager supported by the Premises Manager is the designated person for ensuring the COSHH risk assessment file is kept up to date and communicated to relevant staff.

26. Asbestos management

- 26.1. In accordance with HSE guidance, an asbestos management survey is undertaken annually

- 26.2. This survey will be undertaken following any changes of use to a location or prior to any significant building work.
- 26.3. As a result of the asbestos management survey, any risks that are identified will be dealt with on a priority basis.

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping. All contractors working on the building are made aware of the location of asbestos and sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos.

The Premises Manager and School Business Manager are responsible for the asbestos management.

27. Administering medicines

- 27.1. The school's Administering Medication Policy will be followed at all times and details the procedures followed by the school and is based on WSCC policy and procedures. A copy of the policy is available in the staff share folder.
- 27.2. The school will obtain notification from parents regarding any medication that pupils are required to take.
- 27.3. Only trained staff will administer medication
- 27.4. The school's Administering Medication Policy will be followed at all times and details the procedures followed by the school and is based on WSCC policy and procedures.
- 27.5. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

The lead for the administration of medicines is Office Administrator with responsibility for Managing Medicines.

28. Smoking

- 28.1. The school is a non-smoking premises and no smoking will be permitted on the grounds.

29. Housekeeping and cleanliness

- 29.1. Contract cleaners will be monitored by the Business Manager. The standard required will be clear in the service level agreement held with the contracted cleaners.
- 29.2. Special consideration will be given to hygiene areas.
- 29.3. Waste collection services will be monitored by the Business Manager
- 29.4. Special consideration will be given to the disposal of clinical waste.

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

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

30. Infection control

30.1. The school seeks to manage the spread of infection to prevent ill health from disease, i.e. coronavirus, norovirus, hepatitis ect. The school follows the exclusion periods for all infection diseased set by UK Health Security Agency (UKHSA) and these are communicated to parents. Risk Assessments are completed for infection control and specifics disease and communicated to staff. These risk assessments are support by infection control procedures i.e. hand washing, increased hygiene and cleaning protocols and where identified by risk assessment personal protective equipment (PPE0 is worn by staff, Where the school is aware of a risk of transmission of an infectious disease specifics arrangements are in place for the administration of first aid to a potentially infectious pupils, visitor or member of staff, As required under the Reporting of Incidences Diseases Dangerous Occurrences Regulations (RIDDOR) infectious diseases that meet the RIDDOR criteria are reported via the online accident reporting systems and onto the H&S executive (HSE) by the WSCC.

30.2. The school employs good hygiene practices 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 will not be used to clean up body fluid spillages; instead, paper towels will 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 pupils' 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
- 30.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.
- 30.4. All staff are subject to a full occupational health check before starting employment at the school.
- 30.5. 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.
- 30.6. The school encourages parents to have their children immunised.
- 30.7. All cuts and abrasions will be covered with waterproof dressings.
- 30.8. The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.
- 30.9. Wall-mounted hand sanitiser is available in all toilets and around the school.
- 30.10. Further information concerning our policies and procedures addressing infection control can be found in our **Infection Control Policy**.

31. Risk assessment

- 31.1. The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.
- 31.2. Risk assessments will consider the needs of staff, pupils, visitors and contractors.
- 31.3. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

- 31.4. Risk assessments will be reviewed if:
- There is any reason to suspect that they are no longer valid.
 - There has been a significant change in related matters.
- 31.5. The governing body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 31.6. The school will record any significant findings of any risk assessments, including the following:
- The identified hazards
 - How people might be harmed by them
 - What the school has implemented to control the risk
- 31.7. The Office Administrator will ensure risk assessments are completed by staff leading day trips or residential stays.

Risk Assessments are a legal requirement under health and safety law and the Headteacher will assess all risks arising out of the curriculum and associated work which the school undertakes. Risk assessments will be recorded in writing and reviewed annually or following significant accident or incident.

32. Slips and trips

- 32.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:
- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
 - Decide who might be harmed and how
 - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
 - Record the findings
 - Review the assessment regularly and revise if necessary

33. Adverse weather

- 33.1. The Headteacher, in liaison with the Chair of Governors, makes a decision on school closure on the grounds of health and safety.
- 33.2. If a closure takes place, the governing board will be promptly informed.

34. School trips and visits

- 34.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.
- 34.2. All off site activities are risk assessed by using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor. The Office Administrator is the Schools Educational visit Co-Ordinator (EVC).

35. Manual handling of customer and the manual handling of inanimate loads

- 35.1. Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).
- 35.2. Where manual handling or moving and handling tasks are undertaken, The Business Manager will designate suitably competent staff to undertake risk assessments of the activities and ensure staff working in these areas receive the necessary training and instruction.

The School Business Manager is responsible for developing and reviewing moving and manual handling risk assessments.

36. Working at heights

- 36.1. Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy.
- 36.2. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.
- 36.3. Teaching staff should avoid working at height to put up displays. Should support be required they can request from the Premises Manager. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

37. Lone working

- 37.1. Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy.
- 37.2. Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place.

The School Business Manager is responsible for risk assessing and producing lone working procedures.

38. Workplace health and safety: staff welfare/ stress management

- 38.1. The governing body considers staff welfare of paramount importance and seeks to promote a work/life balance amongst their staff. The Headteacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilizes the services of Health Assured and Occupational Health
- 38.2. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

39. Workplace health and safety: display equipment

- 39.1. Display screen assessments will be carried out for teaching staff and administrative staff who regularly use laptops or desktops computers.
- 39.2. Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the School Business Manager to ensure assessments are completed by the relevant staff. The risk assessments can be carried out by the workstation user through the e-learning programme and assessment checklist. This is available on Health and Safety Pages A-Z of the WSSfS.
- 39.3. DSE user risk assessments will be reviews periodically by the School Business Manager at least annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

40. New and Expectant Mothers

40.1 Any staff member who becomes pregnant is to inform the Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSSfS. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

41. Violence and Aggression

41.1 The Headteacher ensures that there is a suitable and sufficient violence at work risk assessment for staff drawing upon the violence at work corporate guidance. Guidance can be found under the Violence and aggression section, A-Z health and safety pages, WSSfS.

41.2 The Headteacher must also ensure that appropriate behaviour management plans are implemented for children with known behaviour

issues. Appropriate training must be undertaken to manage violence and aggression. Training records and reviews of risk assessments must be clearly recorded and kept within retention schedules. Further information can be found under the Health and Safety Management section, A-Z health and safety pages, WSSfS

42. Food Safety

42.1 The lead for Food Safety is School Business Manager. The Food Safety lead will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. The kitchen, servery and dining area are to be cleaned daily and after each use.

42.2 A risk assessment is in place for lunchtime meals (hot and cold). Midday Meals Supervisors must cordon off a spillage, cleared up immediately and the floor surface left clean and dry before being opened up to pupils again.

All incidents are to be reported to the Food Safety Lead.

43. Induction

43.1 All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the WSSfS. Staff will also complete the eLearning 'Schools Health and Safety Induction' and records will be kept. School Business Manager is responsible

44. Monitoring and review

- 44.1. The effectiveness of this policy will be monitored termly by the Headteacher, School Business Manager and the Governing Body.
- 44.2. Regular review of procedure will be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the Headteacher/School business Manager.
- 44.3. The Governing Body shall prepare an annual action plan to address deficiencies in health and safety arising from the Headteachers annual report.

The next scheduled review date for this policy is **May 2025**



Your First Aider is:

Vicki Drakeley & Nikki Kershaw

Appointed Persons

Beata

re Kirsty

Becky

Lisa

Emma

Marie

Holly

Sarah

Karen

Suzy