

HEMDEAN HOUSE SCHOOL
CAVERSHAM

(11) Health & Safety Policy

Last Updated: May 2020

Review Date: May 2021

Approved on behalf of the Governing Body by: Sue Manser, Chair



Date: 05.06.2020

Introduction

In association with the Governing Body, the Head Teacher will manage the health and safety functions of the School to prevent, as far as is reasonably practicable, injuries to any person as a result of the operations of the School. This will be achieved by provision of safe premises and equipment, together with effective management of the School's activities. Applying the principles of risk management, the Head Teacher will ensure that any necessary risk control measures are introduced and maintained.

So far as it is reasonable, the Head Teacher will ensure that staff designated with health and safety responsibilities are competent to achieve the aims prescribed by the authority.

It is equally the duty of all School staff (paid or voluntary) to co-operate with the Head Teacher and Governing Body to ensure the safety of themselves, fellow staff, pupils and other persons, liable to be affected by their activities at work and adhere to the operational procedures prescribed for the School.

Organisation

- Head Teacher's Responsibilities:
 - The Head Teacher shall be responsible for ensuring effective management 'so far as is reasonably practicable', of all Health and Safety matters affecting the operations and activities of the School. These include those organised on behalf of the School but being undertaken away from the School site. To do this effectively the Head Teacher will work with the Governing Body and keep them fully informed of any issues that could affect health, safety and welfare of staff, pupils and other persons of their responsibility.

- The following points summarise the main responsibilities of the Head Teacher:
 - Ensuring at all times the health safety and welfare of staff pupils and others using the School premises or facilities or services or attending or taking part in School sponsored activities
 - Ensuring safe working practices and procedures throughout the School
 - Day to day responsibility for all Health and Safety matters in the operation of the School
 - Ensuring effective co-ordination of safety management by assuming the role of safety coordinator
 - Ensuring compliance with the policy and procedures
 - Ensuring that the School produces an action plan that is kept up to date by regular review.
 - Ensuring effective communications on Health and Safety matters exist
 - Providing Governors with a report on all matters affecting Health and Safety in the School at each Governors meeting
 - Consulting with staff at Inset Day and weekly staff meeting
 - Ensure that the School implements a risk management policy and to ensure training is implemented, and it carries out adequate assessments and controls the risk to Health and Safety of all persons from hazards within the School and any other of its activities wherever they are undertaken
 - Ensuring that the School provides equipment and articles for the School that are adequate for their intended use, are correctly serviced and properly maintained
 - Periodically evaluating the need for Health and Safety training of staff and arranging its delivery.
 - Bringing to the attention of the Governing Body any matters of Health and Safety that cannot be resolved or are of imminent danger to any person
 - Ensuring, in co-operation with the Governing Body, that the School's Health and Safety policy is kept under review and any amendments brought to the notice of all staff
 - The Governing Body and Head Teacher will take advice and guidance in these responsibilities by specialists from time to time appointed by Hemdean House School

Governor's Responsibilities

- The Governing Body will be responsible for monitoring the School's arrangements for Health and Safety management. This will be achieved by ensuring:
 - That Health and Safety is considered regularly, at least termly, (and more frequently should circumstances require), and that the Health & Safety Governor will visit the School at least every 6 months
 - Consideration of the annual School safety action plan presented by the Head Teacher, to the full Governing Body
 - That an annual report on Health and Safety is sent to the Governing Body
 - Good consultation with employee representatives

- That a full safety inspection of the site is carried out each year with the full involvement of at least one member of the Governing Body
- Periodical review of the accident statistics by the Governing Body
- Regular fire alarm checks and evacuation drills are carried out by the School

- That any contractors appointed directly by the School are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or because of any specific activities likely to take place.

Safety Co-ordinator

The Head Teacher shall be the safety co-ordinator and will be responsible for ensuring that action is taken to formulate and monitor action at the School to comply with the requirements set out in this policy and the safety manual.

The Head Teacher will set the objectives for the School and staff. She will also monitor progress taken to meet those objectives and provide assistance and guidance to staff involved.

The safety co-ordinator will be seen as the first point of contact for support with issues that cannot be resolved by staff.

□ The safety co-ordinator will be responsible for:

- Co-ordinating Health and Safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the Schools Health and Safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision as needed
- Ensuring that all accidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable
- Ensuring good liaison between the School and contractors, or their representatives undertaking any works on the School site, to ensure the safety of all persons exposed

All Employees

Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.

□ In addition, all employees must:

- Use safety equipment or clothing in a proper manner and for the purpose intended
- Not intentionally or recklessly misuse anything supplied in the interest of Health and Safety

- Undertake any H&S training as required by the Head Teacher/Governors
- Work in accordance with any Health and Safety instruction or training that has been given -
Co-operate fully with the employer
- Not take part in any task for which they have not been authorised and for which they are not adequately trained
- Bring to the attention of the safety co-ordinator any perceived shortcomings in the safety arrangements
- Have a duty to familiarise themselves with this policy

Risk Assessment

The Management of Health & Safety at Work Regulations 2006 covers the outline requirements for the management of health & safety. Reference should also be made to the HSE publication HSG65 Successful Health & Safety Management. The School will assess the risks to the health and safety of all staff, pupils and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

The School will ensure that all those staff members who carry out risk assessments will be competent to do so and where appropriate, a Health and Safety Consultant will assist in the preparation of assessments.

When a decision on the suitable risk controls is made the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Head Teacher will bring to the attention of staff all the necessary precautions detailed in the written risk assessment and the Senior Leadership Team will monitor systems of work and the working environment to ensure that staff act in accordance with the details outlined in the written assessment.

The School will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment. Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety legislation. See (Risk Assessment Policy).

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Temporary workers will be given particular health and safety information to meet their special requirements. All staff have a duty to follow health and safety instructions and report any dangerous aspects.

All risk assessments will be reviewed at least annually, or earlier should the need arise e.g. following an incident, change of method of work, etc.

- In the event that a situation occurs that could present serious or imminent danger to any person whether they are a staff member, pupil or other the following procedure will apply:
 - Planned work and/or activity with the pupils that could be affected will cease
 - The responsible person on site will instruct staff on necessary immediate action to be taken to reduce the danger if possible
 - If this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe
 - Advice will be sought by the Head Teacher from relevant external sources as necessary e.g. the H&S consultant
 - A copy of the completed risk assessment records is stored in the Risk Assessment Folder on the server in the staff shared area.

Arrangements and procedures in School

- Safety Problem Reporting
 - Staff have a responsibility for their own areas of work, including that of others in that area. This involves making sure that Health and Safety issues are addressed. Staff can address many problems themselves. Where the member of staff involved cannot solve a problem the safety coordinator or site manager should be involved. This may be a verbal report initially but may need to be put in writing. Where the risk is immediate and significant, it is not enough for staff to report the issue and leave it at that. The member of staff responsible for the area must ensure that action is taken to address the issue. Where the problem cannot be addressed satisfactorily in the short term then action may be required to cordon off the area, change or stop the activity. The member of staff responsible for the area will make the decision in consultation with the safety co-ordinator and/or site manager. Where the safety co-ordinator or site manager are not available the member of staff may need to make that decision themselves.

General Fire Safety

All staff and regular volunteers are expected to make sure that they are familiar with the fire evacuation procedure (See Fire Policy & Fire Evacuation Plan). The main aim of the procedure is to raise the alarm, evacuate the building and notify the emergency services.

Staff are also expected to familiarise themselves with any firefighting equipment available for use.

A fire evacuation drill will be carried out at least once per term and a record kept in the fire log book. (See the Safety Manual for further guidance on fire safety).

The Head Teacher will ensure that a member of staff will test the fire alarm system each week and a record will be kept in the fire log.

Doors used as a means of escape must not be blocked, locked or permanently propped or wedged open.

Flammable liquids may not be stored in classrooms and must be kept in an appropriate cupboard or external store.

Accident Reporting

Reporting Accidents must be reported on the Schools Accident Reporting form. Copies of the form can be obtained from the office and the procedures to be followed can be found in the (Illness & Incident Policy). Accident forms must be completed with copies retained for at least three years. In the case of minor accidents to non-staff, i.e. pupils or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details may be recorded in a School's minor injuries book which should be retained for at least 3 years. Certain injuries must be reported to the HSE under the RIDDOR Regulations. (See www.riddor.gov.uk)

RIDDOR Reporting of COVID-19

If there is reasonable evidence that someone diagnosed with COVID-19 was likely exposed because of their work this will be reported as an exposure to a biological agent using the case of disease report.

If someone dies as a result of a work related exposure to coronavirus and this is confirmed as the likely cause of death by a registered medical practitioner, then this must be reported as a death due to exposure to a biological agent using the 'case of disease' report form. Workplace fatalities must be reported to the HSE by the quickest practicable means without delay and a report of the fatality within 10 days of the incident.

Electrical safety

The PAT testing co-ordinator will ensure that an inventory is drawn up of all electrical equipment on the premises, with the help of other staff. All items of electrical equipment, from kettles in the kitchen to photocopiers must be placed on this list. Staff obtaining new equipment must ensure that the list is updated by informing the safety co-ordinator.

Staff will be responsible for visually checking all portable appliances as and when used, and a competent person will carry out a thorough electrical test at least once every year, depending upon the appliance and the results of previous assessments. The inventory will also include the required frequency of electrical testing for each appliance.

The fixed wiring installation supplying electrical sockets, lighting, etc. will be inspected by a competent specialist electrical contractor every 5 years.

Any work on electrical systems will be carried out by competent electrical engineers, who belong to an appropriate body and comply with all relevant safety standards.

Safe use of chemicals

Some substances have the potential to cause ill health and the Site Manager will introduce measures to identify what substances our employees or volunteers in School use or are exposed to in the course of their work. Detailed guidance on the control of substances hazardous to health may be found in the health and safety manual.

In accordance with The Control of Substances Hazardous to Health regulations 1994, the policy will be to avoid the use of harmful substances by looking for other suitable and less hazardous substances wherever possible.

Where hazardous substances cannot be avoided, they will be assessed and control procedures introduced to prevent risk to employees and others affected by School activities.

The safety co-ordinator must be informed of any new substances that are hazardous and COSHH assessments carried out before they are used.

Information, instruction and training will be provided for all employees and others who may be exposed to hazardous substances.

Manual Handling

Staff and volunteers should be aware that the School policy is one of avoiding hazardous manual handling where there is a risk of injury. Where this is not possible a risk assessment will be carried out. The manual handling assessment will consider all factors involved including the load, working environment, task and individual capabilities of staff and volunteers.

Particular consideration may be required in relation to the safety of young people and pregnant or nursing mothers.

Training in the principles of safe manual handling can significantly reduce the risk of injury and will be provided for those involved in all operations identified as having significant risk.

Manual handling includes the moving and supporting of people. Any disabled pupils in School may need support which involves lifting, supporting, pushing, pulling, standing, sitting, etc. This may be to support children in School with curriculum activities or in relation to their personal needs. Specific guidance on this will be sought when required. These guidelines must be followed strictly in relation to the moving and handling of pupils. Consideration may need to be given to this in relation to pupils with temporary problems such as broken limbs. Staff should seek the support of the safety co-ordinator in relation to this issue.

Security

All visitors will be expected to report to the School office on arrival. They will be required to sign the visitors' book. They will then be issued with a visitor pass. Any person, (other than a member of staff or parent) on the School site not in possession of a badge (see Visitor Policy and Security Policy) may be challenged and, if necessary, asked to leave.

Safety in the School office

All Display Screen Equipment workstations will be assessed, using the assessment checklist provided in the Safety Manual. Those used by employees classified as DSE users will receive priority for corrective measures, if any are needed.

New and expectant mothers

The Management of Health and Safety at Work (Amendment) Regulations and the Maternity (Compulsory Leave) Regulations apply to any employees who are pregnant, breast feeding or who have given birth within the last six months.

Risk assessments will need to consider new and expectant mothers. These will be recorded and employees informed of any additional risks they may face if they become pregnant or are breast feeding.

Staff should inform their Head Teacher as soon as possible after the pregnancy has been confirmed. An additional risk assessment will be made when a woman notifies her manager that she is pregnant.

New or expectant mothers are entitled to rest facilities which include the facility where necessary, to lie down.

Contractors

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 2006 impose duties to safeguard the Health and Safety of non-employees who may be affected by School activities. The School has therefore a responsibility to inform contractors on the premises of any risks they may encounter whilst on site. These duties also require contractors on the premises to safeguard pupils and employees in relation to risks arising from their work activities. They would therefore need to inform the School of any risk factors and ensure that they were adequately controlled.

The School will endeavor to only employ competent contractors, who will be selected according to the procedures set out in the contractor safety guidance. See Contractors Policy.

Senior staff have a responsibility to ensure adequate co-operation between the School and the contractor. All staff will be informed before work commences and will be notified of any steps that they

may need to take. No contractor will be allowed on site without the permission of the safety coordinator. All contractors must sign in and out when visiting the site.

Educational Visits

All visits must have been subject to risk assessment before they take place.

It will also be necessary to ensure that there is, if deemed necessary, a travel first aid kit. Inhalers and any other prescribed medicines must be taken on Educational Visits. A child who may need any medicine must be in a group whose leader is a member of staff.

Outdoor visits will require consideration in relation to clothing and sunscreens. All pupils involved must be suitably dressed, bring their own waterproof clothing, cap and sunscreen, depending on weather conditions. The sunscreen should be applied by the pupil under staff supervision.

It will also be necessary to ensure that staff are aware of any allergies and/or medical conditions that pupils may have. Appropriate training will be given. See Education Visit Policy.

Asbestos Management

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

The School has an explicit duty to assess and manage the risks from asbestos in premises in compliance with Regulation 4 of The Control of Asbestos Regulations. An Asbestos Management Plan will be implemented which details and records the actions to be undertaken to manage and reduce the risks from asbestos. All contractors will be asked to familiarise themselves with the site condition of Asbestos Containing Materials and to anyone likely to disturb them.

The Head Teacher will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist and it cannot be safely left in situ to be monitored, they will consult with and where appropriate employ, specialised asbestos contractors to arrange its safe sealing or removal.

Safe Equipment

In accordance with the requirements of the Management Regulations, the Provision of Work Equipment Regulations (PUWER) and this Health and Safety Policy, the School procures only such work equipment as is fit for purpose. Equipment is serviced according to statutory requirements and to manufacturer's recommendations. Where necessary, competent professionals are employed to inspect and maintain equipment and service records and inspection certificates are filed with the Site Manager. Particular reference is made here to the playground equipment, the boilers and heating systems, the local extraction ventilation systems, fire alarm system all of which are maintained by specialised outside

contractors on a scheduled contracted basis, and PAT testing which is serviced internally on a scheduled basis by the competent and qualified staff. The Office Safety and Display Screen Equipment Policy sets out procedures to ensure the health and safety of employees working in the office environment and using display screen equipment.

Display Screen Equipment (DSE)

- Regulations that cover the use of display screen equipment are covered by the Health and Safety (Display Screen Equipment) Regulations. The Head Teacher will ensure the following arrangements are followed:
 - Any employee that uses a computer receives information on health and safety relating to display screen equipment use the HSE Workstation Set-Up Diagram and 12 Point Display Screen Equipment Set-Up Plan
 - DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for all staff that use display screen equipment as a significant part of their normal work, and those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration
 - Actions identified in self-assessments are implemented
 - Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used)
 - Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g. if a user starts complaining of pain or discomfort
 - The School ensures training records are maintained

Stress Management

Hemdean House School acknowledges that there are many factors both works related and personal that may contribute to staff ill health including stress.

The School will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HSG 218).

- The following arrangements are in place to locally manage staff health issues:
 - Employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues
 - An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
 - The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.

- The member of staff will be advised that support can also be provided through their trade union
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- If it is identified that there is a high occurrence of staff ill health or stress within the School, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation

Prevention of Work-Related Violence Including Lone Working

The School is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, a risk assessment for lone working will be carried out. In addition, the following procedures are in place.

- Staff are advised to:
 - avoid confrontation if possible
 - withdraw from situation
 - arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
 - contact emergency services, as appropriate
 - inform the Head Teacher or a member of the senior management team if confrontation has taken place
- Hemdean House School will:
 - ensure the Head Teacher or member of the senior management team attends site on being informed of an incident, if considered necessary
 - have in place procedures for the reporting of incidents
 - offer counselling/ support through Occupational Health
 - debrief individuals following any incident
 - provision of training on how to manage conflict and aggression as required
 - review the violence and assaults risk assessment following any incident

Working at Height/Ladders

Hemdean House School uses a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works.

- The School will ensure that the legislation surrounding working at height, as detailed in the Working at Height Regulations (DATE) are fully complied with, in particular:

- Work at height is avoided whenever possible
- If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- Those undertaking work at height have received appropriate instruction or training and training records are maintained
- All access equipment (ladders, step ladders, tower scaffolds etc.) is identified, suitable for the task and inspected regularly, at least annually, in accordance with statutory requirements

Water Management (Control of Legionnaire's disease)

- Hemdean House School will ensure that the legislation surrounding water management as detailed in the CoSHH Regulations and Approved Code of Practice L8 are fully complied with, in particular:
 - The Head Teacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria
 - The School will ensure a suitable and sufficient assessment is carried out to identify and assess the risk of exposure to Legionella Bacteria from work activities and the water systems on the premises and any necessary precautionary measures
 - The assessment will include identification and evaluation of potential sources of risk and the particular means by which exposure to legionella is to be prevented; or if prevention is not reasonably practicable, the particular means by which the risk from exposure to legionella bacteria is controlled
 - In certain situations safe guards for the prevention of scalding may be in conflict with the controls in place to prevent the proliferation of Legionella and the School ensures that these circumstances are appropriately managed by having thermal mixing valves installed
 - The School will ensure that a suitable and sufficient monitoring regime is in place and that records are kept

Workplace Inspections

Hemdean House School recognises the importance of undertaking regular informal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. In addition, a formal annual Health & Safety audit is carried out.

Slips, trips and falls

- The School recognises that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

- Non-slip flooring/matting has been installed in the kitchen and washroom/toilet areas
- Steps are safeguarded with non-slip treads and heavy-duty edge yellow tape
- Playground surfaces are regularly checked for suitability and state of repair
- Electrical equipment is sited carefully to avoid trailing leads
- Corridors and walkways are kept clear of obstructions
- Floors are thoroughly dried following cleaning and spillages
- Yellow "wet floor" safety signs to be positioned when necessary
- Leaves, ice and snow are removed from outside walkways
- See Slips & Trips Policy

Vehicle Parking

Vehicular access to the School, via the front car park, is for staff and pre-arranged visitors only. Access to the car park is to be kept clear for emergency vehicles.

Parents/Carers must park safely on the public road, paying attention to parking restrictions and respecting the access requirements of the School's neighbours.

When pupils are dismissed, they must be controlled by an adult and return to the pedestrian walkway to exit safely. Parents/Carers are regularly reminded to keep their children within their control for safety reasons when arriving at, and leaving, the School.

Staff arriving and leaving the School are to be particularly vigilant for the movement of unexpected children in the car park area.

The front gates will be locked between 8:30 and 15:15 to restrict parents from using the driveway.

Lettings

All hirers are to be made fully aware of, and are responsible for compliance with, the School's health and safety policy. Hirers will be instructed that good housekeeping within the School must be maintained and all areas used by the hirer must be left as found. Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.

- Prior to the initial hire session, the School will ensure that the hirer will meet with the School representative or site services officer who will acquaint the hirer with the following:
 - The School's fire and emergency plan and fire evacuation procedures
 - The location of fire-fighting equipment
 - Arrangements that need to be made for out of hour's security

- Hirers will be instructed that they must nominate one responsible person to be in charge of proceedings. This nominated person will be responsible for initiating and organising any emergency actions, including:
 - Contacting the emergency services, the School representative or site services officer in the event of an emergency. The responsible person must also be in possession of a mobile phone in the event of a communications failure or being unable to access a landline
 - Providing sufficient first aid equipment and qualified first aiders for the people attending their classes/events
 - Informing the Head Teacher of all emergencies at the earliest opportunity ideally no later than the next working day

Hirers will be instructed that they ensure adequate security controls remain in place during occupancy. Access to the site will only be made via one main entrance to prevent out of hours casual intrusion. Internally, areas of the School not used for the letting will be out of bounds. Should intruders be sighted on School premises, hirers are instructed not to attempt to intercept or challenge them, but inform the Police and Site Manager.

Hirers will be instructed not to obstruct the School entrances with vehicles etc. in the event that emergency access to the School is required by emergency services and the entrance to the site or access to fire hydrants remains available.

A strict NO SMOKING policy exists in School buildings and on the School site. Hirers will be instructed that this must be adhered to at all times.

Food, alcohol, smoking and gambling

No food or intoxicating liquor may be brought onto the School premises by a hirer without prior arrangements at the time of the booking. Any sale of alcohol will require a Magistrate's Licence and the specific approval of the School Governors. Gambling and the use of gaming machines is prohibited.

□ To be read in conjunction with:

- Safeguarding Policy
- Bomb Threat Policy
- Crisis Management Policy
- Accessibility Plan
- Security Policy
- COVID-19 Procedures on re-opening of school
- COVID-19 Risk Assessment
- COVID-19 Home school agreements