



Health and Safety Policy

(Policy and Procedure for Health and Safety procedures in school)

Signed by:	
Head Teacher	Christina Hall
Chair of Governors	Alan Smith
Date Adopted	25.04.2018
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‘Through the Holy Redeemer we seek to grow in faith and love and become great people who make a difference in our world.’

STATEMENT

1. The Governors of Holy Redeemer recognise their responsibility under the Health & Safety at Work etc. Act (1974), so far as is reasonably practical to:
 - Provide safe systems of work, plant, equipment;
 - Provide for the safe use, handling, storage and transport of articles and substances;
 - Provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
 - Provide a safe place of work with safe means of access and egress for all persons using the premises;
 - Provide a safe and healthy working environment with adequate welfare arrangements;
 - Provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
 - Encourage all staff to take reasonable care of their own health and safety and to co-operate with the Governors and management of the school in carrying out their statutory duties;
 - Require all staff to report through the appropriate channels any problems, defects or hazards likely to lead to a lack of safe and healthy conditions for themselves or others.
2. The Governors recognise the Statement of General Policy of Worcester County Council Education Department together with its organisation and arrangements and undertake to comply with requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school as laid down in the Department’s Handbook of Safety Information.
3. The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcester Education Department or other such persons as may be necessary.
4. The Governors recognise the need to ensure that sufficient funds are reserved for the maintenance of those items of premises and equipment where financial responsibility has been delegated to them under the LEA’s “Scheme for the Local Management of Schools”.
5. This policy has due regard to statutory legislation including, but not limited to, the following:
 - The Management of Health and Safety at Work Regulations 2006
 - The Control of Substances Hazardous to Health (COSHH) Regulations 2009
 - The Manual Handling Operations Regulations 1992
 - The Provision and Use of Work Equipment Regulations 1998
 - The Lifting Operations Lifting Equipment Regulations 1998
 - The Display Screen Equipment Regulations 2002
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
6. This policy has due regard to national guidance including, but not limited to, the following:
 - DfE ‘Health and safety: advice on legal duties and powers’ 2014
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf
 - DfE ‘Health and safety for school children’ 2015
 - DfE ‘Keeping children safe in education’ 2016
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf
 - HSE ‘Sensible health and safety management in schools’ 2014

- EFA 'Managing asbestos in your school' 2017
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/650935/Managing_asbestos_in_your_school.pdf
- Public Health England 'Health Protection in Schools and other Childcare Facilities 2017'
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

7. This policy should be used in conjunction with other school policies, procedures and documents as necessary (including, but not limited to):

- Asbestos Management Plan
- COSHH Risk Assessments
- Educational Visits Policy
- Emergency Management Plan
- Fire Risk Assessment
- Fire Procedure
- First Aid Policy
- Lone Working Policy
- Lockdown Procedure
- Manual Handling Policy
- Medication & Medical Conditions Policy
- Personal Emergency Evacuation Plans
- PPI Policy
- Water Risk Assessment

ORGANISATION

This section of the policy sets out the roles and responsibilities for any respect of Health and Safety within the school.

1. **The Governors**, through the Head Teacher are responsible for:

- As employer, for all aspects of health and safety of employees, pupils and other persons at the school.
- Appointing competent principal contractors where building or plant maintenance work is done.
- Ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- Monitoring the (health and safety) need for non structural maintenance in the school and informing the Assistant Director of Technical Services (Builder User Services) as necessary.
- The safe condition, storage and maintenance of equipment and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- The adoption of safe working practices by staff and pupils, and contractors when on site.
- Acting to deal with potential hazards to health and safety, liaising with representatives of Worcester County Council and contracting organisations.

2. **The Head Teacher** is responsible for:

- Implementation of the school health and safety policy.
- Day to day responsibility for health and safety in the school

- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1992 in all areas of significant risk.
- Ensuring staff receive appropriate health and safety training.
- Carrying out the six-monthly safety audits required by the LEA.
- Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- Ensuring that emergency procedures are in place for evacuation in case of fire, etc.
- Ensuring that adequate provision is made for the administration of First Aid.
- Notifying the LEA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons any “near miss” (dangerous occurrence) situations, in accordance with laid down procedures.
- Notifying the LEA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- Ensuring that all new material on health and safety matters supplied by the LEA or the Health and Safety executive is promptly brought to the attention of any relevant persons.

3. **Other Teaching and support staff** are responsible for:

- Providing safe systems of work, plant, equipment
- Reporting any defects or problems affecting the health and safety of themselves, pupils, other staff or any other person to the Head Teacher
- Co-operating with the Governing Body to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.
- Taking reasonable care of their own health and safety, and that of others who may be affected by their actions at work.
- Co-operating with their employers on health and safety matters.
- Carrying out their work in accordance with training and instructions received.
- Informing the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarising themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoiding any conduct which puts themselves or others at risk.
- Ensuring that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensuring 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.
- Using the correct equipment and tools for the job and any protective clothing supplied.
- Ensuring any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Reporting any defects in equipment or facilities to the designated health and safety officer.
- Taking an interest in health and safety matters, and suggesting any changes that they feel are appropriate.
- Making suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercising good standards of housekeeping and cleanliness.
- Adhering to their common law duty to act as a prudent parent would when in charge of pupils.

4. **First Aider(s)** are responsible for:

- Maintaining the First Aid Box(es) in line with the guidance given in the LEA's Handbook of Safety Information and maintaining any other First Aid supplies as may be kept separately.

5 **The Site Manager** is responsible for:

- Duties detailed in the contract of employment.
- Reporting to Head Teacher any issues which cannot be resolved immediately.

6 **Contractors Responsibilities:**

- Contractors working on the school premises are required to identify and control risks arising from their activities.
- Contractors will inform the headteacher of all potential risks to staff, pupils and visitors.
- Contractors will read and comply with any of the school's safety policies or notices as may be relevant.

7 **Risk Assessments**

Responsibility for assessing and controlling risks rests with all personnel within the school in areas over which, to any extent, they have control. However, risk assessment and training shall be performed in consultation with the headteacher and any external consultants/organisations as appropriate.

ARRANGEMENTS

Access and Egress

Clearance of ice, snow, leaves, steps etc. will be undertaken by the Site Manager as necessary (NB - in the event of snow or ice, the first priority is the clearance of the main path leading to the reception entrance for both pupils and staff, before car parks, playgrounds or roadways). The salt/grit is stored in a container located in the playground.

Accident Reporting

Any accident or injury is to be reported in the Accident Book. All reportable accidents or incidents to staff are reported to HSE (via the Administrator online, but initially on a RIDDOR form). The Headteacher (or the Deputy in her absence) is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses). Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil/student until they reach the age of 21.

Bites/biting incidents

Any instance of biting **MUST** be reported to a first aider and the Headteacher. The first aider will advise follow up action such as a visit to a GP. In such instances NHS personnel will then advise on appropriate follow up action, which may include antibiotics and/or vaccinations.

Blood-borne Diseases

(see also **First Aid** - NB gloves must be worn, whenever blood or other body fluids are involved)
We follow Public Health England's '[Guidance on infection control in schools and other childcare settings](#)'. Instances of potential exposure (including human bites) are referred to appropriately trained first aid/medical personnel for advice on any further action as may be necessary.

Building Repairs and Contractors

(including extensions and new buildings)

All contractors sign in at Reception and receive written instructions "*Notice to all contractors*" (see appendix 1), along with fire procedures.

All contractors undertaking work that may lead to exposure to asbestos are required to sign the school's asbestos register, which is held in the main office for inspection by those planning works (including minor works) to ensure that existing asbestos will not be damaged or disturbed.

RAMS are obtained from all contractors as applicable (new contractors, minor works, specific projects etc.).

Button Batteries

Ingestion of button batteries can cause serious harm and death. Severe tissue damage results from a build-up of sodium hydroxide (caustic soda) as a result of the electrical current discharged from the battery, and not, as commonly supposed, from leakage from the battery. The sodium hydroxide causes tissue burns, often in the oesophagus, which can then cause fistulisation into major blood vessels, resulting in catastrophic haemorrhage. Even apparently discharged ('flat') batteries can still have this effect, and button batteries pushed into ears or nostrils can also cause serious injuries.

Batteries should be stored safely in locked storage until use. When disposing of used batteries care must be taken to prevent students getting access to them.

If it is suspected that a student may have swallowed or inhaled a battery it must be treated as a medical emergency.

Link: <https://www.england.nhs.uk/wp-content/uploads/2014/12/psa-button-batteries.pdf>

Cleaning

Warning signs must be used when floors are wet and slippery (and removed when the floor has dried). Suitable flat/non-slip shoes should be worn when cleaning floors. All equipment, materials and chemicals will be held in appropriate containers and in locked storage as appropriate. COSHH data sheets and risk assessments are completed for substances carrying a hazard symbol, and stored in the school office.

Contacting the Emergency Services

Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim. If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

Contractors

Working in a school environment carries with it additional responsibilities. Wherever possible, major work should be undertaken out of term time or outside school hours to minimise disruption.

If unavoidable, or only minor works are involved, work can be undertaken during school hours. The Headteacher and contractor will agree safe working arrangements. All contractors should provide method statements and risk assessments before commencing any work. Tools must not be left unattended. Hazardous areas must be roped off. All materials must be cleared up and removed or stored securely each night and removed on completion of the work.

All contractors will sign in and out of site. On signing in they are informed of fire procedures. Contractors are monitored in line with the Safeguarding Policy.

Display Screen Equipment (VDU's)

All staff who are classed as DSE users (including teachers with laptops) should be trained in their safe use. DSE self-assessments for all staff members who use display screen equipment, including laptops, should be completed and will be reviewed at least every 3 years or sooner if necessitated by changes to equipment or location. The Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

Computer projectors

Computer projectors, which are used to show presentations or to illuminate interactive whiteboards, can expose the eye to levels above one of the exposure limits by which the HSE takes its guidance. Therefore, although such exposure limits are not statutory, the HSE considers the following advice to be good practice in respect of the use of these projectors by employers in the education sector.

Guidelines:

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimised. Users, especially pupils and students, should try to keep their backs to the beam as much as possible. *In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the beam is recommended.*
- Pupils and students are adequately supervised when they are asked to point out something on the screen.
- Projectors should be located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling-mounting rather than floor— or table-mounting the projector
- In order to minimise the lamp power needed to project a visible presentation, room blinds should be used to reduce ambient light levels.

Educational Journeys and Visits

The school has a Policy for the Management of Off-site Activities and Visits stored in the school office. Risk assessments for individual visits are completed by the co-ordinator of the visit (stored on staff share).

Electrical equipment

Only approved contractors will be used for electrical work. All electrical equipment will be tested annually by a qualified electrician, labelled accordingly and recorded in the inventory. Defective equipment will be recorded in the maintenance book and marked “UNSAFE – DO NOT USE” until repaired and will be removed to a safe area wherever possible. Any faults identified in electrical supplies or equipment will be reported immediately to the Head Teacher and recorded in the maintenance book. Electrical equipment will not be used unsupervised in classrooms or other activity areas. Covers will be inserted in sockets whilst not in use. Displays will not be suspended from light fittings.

Emergency Lighting

Emergency lighting is tested monthly and the results recorded in the Fire Log.

Fire

In the event of a fire or other emergency the Head Teacher, or the Deputy if the Head is not on the school premises, will phone the emergency services and implement the agreed evacuation procedures. Fire drills will be carried out at least once a term and the fire bell is checked weekly under the alarm system currently in place. The evacuation procedures are detailed separately and will be reviewed after each drill to ensure that they are working effectively. The school is a no smoking building fitted with smoke alarms which are tested regularly. Fire exits are clearly marked and are kept clear of any obstruction or combustible material. Fire extinguishers are tested regularly and certified for use by a recognised fire officer according to statutory requirement. Staff will receive regular basic fire training. Visitors to the school will be advised of the emergency procedures and assembly points at the time of signing the visitors’ book. Fire Risk Assessment is carried out annually.

First Aid

The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site. Lists of qualified first aiders are displayed all around school. First Aiders are responsible for maintaining the First Aid boxes.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded, and floors of storerooms are unobstructed.

- Keep floors clean.
- Do not obstruct emergency exits.

Clutter is a major cause of accidents, but relatively simple to prevent. Organised working and regular clear-outs can prevent its spread. See also: **Slips, Trips and Falls – Prevention of** (below) also HSE Guidance, available online (<http://www.hse.gov.uk/services/education/slips-in-education.htm>).

Information / Publications

All internal health and safety information is available and can be seen by staff upon request. The staff induction process ensures that health and safety information is highlighted when joining the school, and further information is circulated at staff meetings and on whole school professional development days as appropriate. Health and safety information is also shared via the staffroom notice board, and whole school emails.

Lettings

All organisations hiring any part of the school are given a copy of the “Information for Organisations hiring the School Premises” document, as well as the School Lettings Policy. The Headteacher is responsible for discussing and agreeing any health & safety arrangements and other requirements (e.g. PAT testing of non-school electrical equipment, licences, risk assessments, insurance. The application for using the school premises is signed by the hirer and the Headteacher and a copy is kept in the Lettings folder in the school office.

The Headteacher is responsible for overseeing any school organised fund raising events (including those organised by the PTA).

Manual Handling

Training is given to members of staff whose duties include manual handling of equipment. The Headteacher is responsible for identifying any need for updates of such training. The Headteacher is responsible for ensuring individual risk assessments are carried out where needed to identify precautions to minimise manual handling tasks.

Medicines

Staff will occasionally administer prescribed medicines if requested by parents, but parents must retain overall liability for the medical treatment of their children.

Staff will retain the right to decline responsibility for administering medicines.

No medicines, other than those prescribed for individual children or basic first aid items, are held on school premises.

First Aid trained staff primarily administer medication. Medication is stored in a double locked cupboard in the office. See separate Medications and Medical Conditions policy.

Monitoring

Accident records and trends are monitored on an ongoing basis and reported to governors. Results of annual safety audit are reviewed by Governors. The health and safety policy is formally reviewed every year. Minor amendments to specific elements may be undertaken more frequently as circumstances/personnel and regulation changes dictate. The safety of children and challenging behaviour are monitored by the Senior Leadership Team.

Playground Safety and Supervision

Annual inspections of playground equipment are completed by a RSPoA accredited body, and reports are held in the main office. Operational inspections will be undertaken every 3 months by an RPII qualified person. Daily checks are conducted by the site manager/office administrator. In addition, teaching assistants and teaching staff facilitate planned, well structured, play activities. Levels of supervision are appropriate for the needs of the youngsters.

P.E. Equipment

P.E. equipment is inspected, serviced and repaired (if necessary) on an annual basis.

Portable Electrical Appliance Testing

User visual inspections are undertaken by staff. Annual PAT testing and inspection is undertaken by a trained company. A record is held in the main office. Any personal equipment owned by staff and used on the school site must be tested first.

Positive Physical Intervention (PPI)

Trained staff will employ PPI techniques only when absolutely necessary, and in accordance with Team Teach techniques in which they have been trained.

Protective Clothing

We provide, gloves, goggles, overalls, aprons, ear-defenders, dust masks etc. as appropriate for the activities undertaken.

Public Performances

Arrangements for the safety of the public (Public Liability Insurance) and Public Entertainments Licence (depending on requirements of District Council) are arranged. A designated trained person acts as steward and advises on evacuation, fire procedures etc.

Reporting

Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to the Headteacher.

The Headteacher will produce an annual health and safety report to the Governing Body. It includes any notable incidents that have happened during the year (e.g. serious accidents) and the conclusions from the annual safety audits, together with actions to be taken.

Risk Assessments

Risk Assessments are undertaken and stored in the school office and reviewed at least annually or as and when a change occurs. COSHH data for hazardous substances are available in the cleaning cupboard and in the school office.

Safety Inspections

Periodic external safety audits will be commissioned as required. Governor safety inspections are carried out three times per year.

Security

All visitors must report to reception where passes are issued and fire safety information is advised. Reception is manned and access is controlled by key-pad entry. The site is secured by padlocked gates during the school day. Fire exits are opened from the inside only. See also separate safeguarding policy.

Slips, Trips and Falls

HSE guidance is available at:<http://www.hse.gov.uk/services/education/slips-in-education.htm> and gives many practical suggestions for reducing the risk. Removal of clutter and prompt clearing up of spills as appropriate should be undertaken by all staff. Advice regarding the wearing of appropriate shoes is given to relevant staff.

Stress levels in staff

Stress levels are reduced by using an extended induction programme with mentors appointed to support the employee. Regular meetings take place in addition to appraisals with line managers. Return to work interviews after periods of absence are held to support employees. Whole School training is provided regularly through staff meeting time and professional development days. Staff are able to access well-being support services through a sickness absence policy with Schools Advisory Service. See separate stress management policy.

Swimming

Swimming lessons take place at Pershore Leisure Centre. Qualified staff and pool staff support the lessons and a lifeguard is provided by the pool. Lifesaving equipment is available at the pool.

Training

Arrangements for health and safety training of new staff are part of the induction process. Essential training requirements are identified during recruitment and on appointment of new staff. Regular arrangements are made to provide staff with specific training as appropriate including Team Teach, Health & Safety, First Aid, Food Hygiene etc.

Waste

Large refuse bins are stored at the rear of school, away from the building and outside of the school gates. These are not accessible to pupils during the school day and are emptied weekly. Clinical waste is collected by a contractor and computers are disposed of through a data recycling company.

Water Hygiene

The site manager checks the water quality each week and records the results. A legionella risk assessment is completed and regularly reviewed.

Working Alone

Ideally, staff should not work alone at school, as there are risks involved such as assault, accident or sudden illness. Indeed, you should carefully consider if you really need to be on site outside of reasonable hours as it is important to preserve a 'work-life balance'. See separate lone working policy.

Working at Height

Ladders of various heights are available on site should it be necessary to reach the high areas of school (e.g. ceilings, high levels of walls, the roof, guttering). All ladders should be inspected visually before use and staff should ensure that they are wearing appropriate clothing and footwear. For access to heights above head level, staff should ensure that someone is supervising in case of emergency. Pupils must not use any ladder. For protracted working at a greater height or for working on the hall ceilings, a tower should be used, hired from an external contractor. When a contractor is working on the roof of the building, the Headteacher is responsible for ensuring that safe practices are followed.

Vehicles

Minibuses are insured through Worcestershire County Council and their guidelines on the use of minibuses and eligibility and training of drivers. School minibuses are parked in the Church Car Park during the week and on the school playground at weekends. Any defects/problems should be recorded on the trip sheet completed for each journey and passed to the office administrator. The minibuses contain a first aid box and fire extinguisher. The buses are regularly serviced and MOTed and a journey log is completed.

Where staff volunteer to use their own vehicles to transport pupils a disclaimer must be signed (see appendix 1) in relation to roadworthy and lawful condition and compliance of the vehicle, thus recognising the need to raise awareness of the implications for the school with regard to Corporate Manslaughter and possible breaches of the Health & Safety at Work Act 1974, in addition to staff car insurance requirements. (Driving at work – managing work related road safety <http://www.hse.gov.uk/pubns/indg382.pdf>)

Car parking

School does not have a car park. Car parking is available in the Church car park and is only available at the discretion of the Church.

Welfare

Pupils

The Head must be informed of any staff concerns about pupils.

Observations must be recorded in the book held by the school's welfare officer.
Serious concerns will be reported to the Social Services Child Protection Officer.

Staff

The Governors are aware that staff may be subjected to violence whilst working in the school.
Staff subjected to any aggression on the school premises will inform the Head immediately.
Staff should write a contemporaneous report of any incident. If necessary, the Governors and the LEA will be informed and involved in deciding if further action is appropriate.

Health & Safety Policy Appendix 1 – Vehicle Declaration

In accordance with ***the Health & Safety Policy where staff volunteer to use their own vehicles to transport pupils a disclaimer must be signed*** in relation to roadworthy and lawful condition compliance of the vehicle, thus recognising the need to raise awareness of the implications for the school with regard to Corporate Manslaughter and possible breaches of the Health & Safety at Work Act 1974. (see *Driving at Work – managing work related road safety*) in addition to staff car insurance requirements.

The Law:

In April 2008 the Government Corporate Manslaughter Bill came into effect.

In the event that a serious accident occurs, and results in a death, then the police will be looking to see how occupational road risk has been managed asking questions like:

- Was the vehicle roadworthy?
- Was the driver fit to drive / competent?
- Was the journey too great a distance in the time available?

If there is a prosecution, organisations are likely to be prosecuted with breaching the Health & Safety at Work Act 1974 as well at the new offence of Corporate Manslaughter.

To ensure we take all reasonable care to reduce the risk for everyone and ensure any vehicle being used on school business conforms to legislation the following information should be provided:

1. Do you hold a valid Driving Licence Yes No
2. Are your Road Fund Licence and MOT up to date Yes No
3. Do you have valid Business Insurance?
(please attached a photocopy of the certificate) Yes No
4. Is your car regularly inspected by a garage and,
where necessary, regularly serviced? Yes No

Name

Signature

Date.....

This form will be held in staff personnel files and must be updated annually with further copies of vehicle insurance.