# HEALTH AND SAFETY POLICY

# EASTCROFT PARK

# PRIMARY SCHOOL

# 2023

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## Preface

This is the Health and Safety Policy for Eastcroft Park Primary School, who will be referred to as 'the School'.

The document contains information which must be followed in order to ensure the continued health, safety and welfare of the school's employee's, pupils and contractors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health and Safety Policy Statement.
- The Organisational Duties.
- The Arrangements for Managing Health and Safety.

**Health and Safety Policy Statement**

This is a general statement of the intentions of the school with regard to Health and Safety. The policy statement is signed and dated by the most senior member of the Management Team and therefore indicates that Health and Safety is highly regarded, with full commitment to it from the most senior level of the school.

**The Organisational Duties**

This section commences with a chart showing the safety structure of the school. It is followed by a list of individual responsibilities of personnel and contractors.

**Arrangements for Managing Health and Safety**

This section will contain information that will need to be followed by all levels of management, to ensure that the school complies with current legislation and to reduce the risk to all persons who may be affected by the works carried out on the school's behalf.

In order to reduce accidents and incidents, all personnel, pupils and contractors must adhere to the policies whilst carrying out the school's undertakings.

Where help is needed, the school engages the Health and Safety support services of Compliance Education Ltd, for providing competent advice on safety matters, guidance on risk management, safety auditing, safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

| | | |
|---|---|---|
| The School | - | Eastcroft Park Primary School |
| Compliance | - | Compliance Education Ltd |
| HSE | - | Health and Safety Executive |
| ACoP | - | Approved Code of Practice |

## Health and Safety Policy Statement

In accordance with its duty under sections 2 and 3 of the Health and Safety at Work etc. Act 1974, and in fulfilling its obligations to employees, pupils and members of the public who may be affected by its activities, the school has produced the following statement of policy in respect of Health and Safety:

It is our aim to achieve a working environment that is free of work-related accidents and ill health and to this end we will pursue continuing improvements from year to year.

The School recognises its Health and Safety duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all concomitant legislation, to ensure, so far as is reasonably practicable, the health and welfare at work of all employees and pupils.

Particular attention will be paid to duties required, namely:

- Provision and maintenance of safe plant and systems of work.
- Safe and healthy use, handling and storage of articles and substances.
- Provision of necessary information, instruction, training and supervision.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them, and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are consistent with their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of Health and Safety and of good practice through the effective communication or relevant information.
- Furnishing sufficient resources needed to meet these objectives.

A successful Health and Safety programme is dependent on the participation and co-operation of all employees.

All employees are aware that they have a legal duty to:

- Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- Co-operate with and assist the employer in meeting statutory obligations.
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.

Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the school, and advancement in technologies which affect the school's activities.

Copies of this Health and Safety Policy Statement will be displayed in the workplace. The full School Health and Safety Policy will be available for all employees to read.

All Employees, external Consultants and Contractors employed by the school will be expected to comply with this Health and Safety Policy.

Signed: ..... Head Teacher Date: ……..

Next Review Date: March 2024

## Policy Review

The school shall review their Health and Safety Policy annually, or more frequently if deemed prudent to do so. This review shall cover all sections of the Policy and shall ensure that:

- The responsibilities reflect the current staffing of the school.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in Legislation, significant school appointments and/or relevant technological advancements.

The Policy review will be completed by the appointed Health and Safety advisors in conjunction with the school's appointed personnel. Evidence of the Policy review will be summarised in the table below.

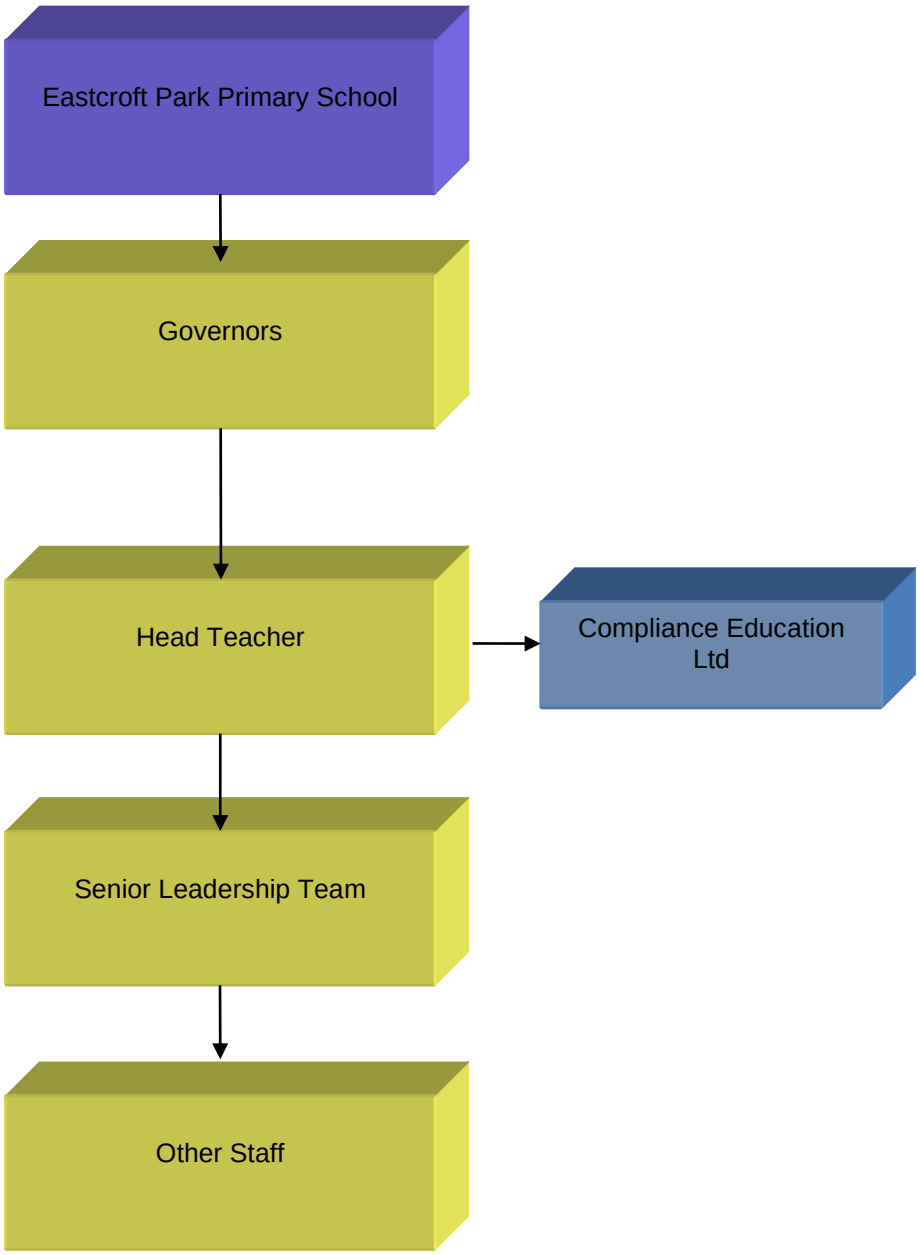
**Revision Control**

| | | | |
|---|---|---|---|
| **Compliance** | Mike Long | Advisor Signature | Mike Long |
| **School Approval** | | | |
| **Version Number** | **Date** | **Summary Details** | **By Whom** |
| 001 | Sept 21 | First Issue | ML |
| 002 | March 23 | Review – updated template to include additional sections | ML |
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## Organisation – Duties, Roles and Responsibilities

### Organisation Chart

The School have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.




**Eastcroft Park Primary School**
Eastcroft Park School
Hollinghurst Rd,
Liverpool
L33 1EB

**Telephone Numbers:**
Office: 0151 477 8210

**Compliance Education Ltd**
Business First,
25 Goodlass Road,
Speke,
Liverpool,
L24 9HJ

**Telephone Numbers:**
Office: 0800 6128 162

Mike Long 07502 049 720

## Responsibilities

### Head Teacher and Governing Body

The Head Teacher and The Governing Body have ultimate responsibility for ensuring that the school fulfils its legal responsibilities that Policy objectives are achieved, and that effective management is in place for the achievement of the policies concerned with health, safety and welfare. The Head Teacher will also ensure that school's policies are reviewed as appropriate, in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient Health and Safety arrangements.

### Management Team

The personnel appointed to these job roles are responsible for implementing this Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting the school in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties. A summary of their duties is as follows:

- Ensure that necessary consideration is given at all times to the requirements of this Health and Safety Policy and, in particular, to the following:
    - Safe methods of working.
    - Induction training including Health and Safety matters.
    - Welfare facilities.
    - Fire precautions.
    - Hazards arising from work activity.
    - Carrying out workplace inspections and advising, as and where necessary, on how to improve methods of working.
    - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
    - Advising and assisting with safety training of personnel.
- They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for.
- All accidents, incidents, near misses and dangerous occurrences are fully investigated and preventative actions are recommended in close liaison with the Health and Safety Advisor.
- Documented safe systems of work are implemented and are adhered to.
- They are aware of, and implement, all safe working practices and procedures.
- Ensuring that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- Ensuring that all relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by school employees will not create a risk or hazard to anyone (either employees or non-employees).
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that, where Health and Safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all school procedures are adhered to at all times.

**Health and Safety Advisor**

The School has appointed Compliance Education as their Competent Person and source of competent advice to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the school management team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring the school is aware of statutory obligations and recommended Codes of Practice.
- Advising the school management team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the school management team and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the school.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

**Staff**

All staff of the school will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They co-operate with the school in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.
- All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to their direct Supervisor or Line Manager.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to their direct Supervisor or Line Manager.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their direct Supervisor or Line Manager verbally, by telephone or e-mail.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:

    - Arranged, provided and/or otherwise approved by the school.
    - Provided by the Client or Contractor with specific authorisation that they may be used by employees of the school.
    - Provided for unrestricted use by members of the general public.

**The school's Appointed Contractors/Consultants**

The School may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities which school employees are unable to undertake. All Contractors/Consultants appointed by the school must be able to provide auditable evidence of their competency.
A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a Contractor/Consultant is bringing 10 persons or more onto the school premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the school management team and/or COMPLIANCE to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the School's Health and Safety Policy.
- Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.
- They must ensure that the school is provided with any information available that may affect Health and Safety on site.
- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the school prior to commencing work.
- All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the school. Where weekly inspections are required, copies of documentation must be provided to the school.
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the school with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the school in order to ensure that adequate steps are taken to reduce exposure to school employees and pupils.
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the school and that they co-operate fully with the school's management team.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the school that this has taken place.

## Designated Responsibility Summary

| Topic | Responsible Department |
|---|---|
| Health and Safety Policy review | Head Teacher |
| Health and Safety administration | School Management Team |
| Facility administration | School Management Team |
| Health and Safety training | School Management Team |
| Premises risk assessments | School Management Team, Employees<br>*(supported by COMPLIANCE)* |
| Work activity risk assessments | School Management Team, Employees<br>*(supported by COMPLIANCE)* |
| Display screen equipment assessments | School Management Team, Employees<br>*(supported by COMPLIANCE)* |
| Manual handling assessments | School Management Team, Employees<br>*(supported by COMPLIANCE)* |
| COSHH assessments | School l Management Team, Employees<br>*(supported by COMPLIANCE)* |
| Fire risk assessments | School Management Team, Employees<br>*(supported by COMPLIANCE)* |
| Expectant/New mother risk assessments | School Management Team, Employees<br>*(supported by COMPLIANCE)* |
| Young Person risk assessments | School Management Team, Employees<br>*(supported by COMPLIANCE)* |
| First Aid | School Management Team |
| Emergency Planning | School Management Team, Employees<br>*(supported by COMPLIANCE)* |
| Vetting Contractor/Consultants | School Management Team<br>*(supported by COMPLIANCE)* |
| Monitoring of Health and Safety in the workplace | School Management Team, Employees<br>*(supported by COMPLIANCE)* |
| Site inspections | School Management Team<br>*(supported by COMPLIANCE)* |
| Audits | School Management Team<br>*(supported by COMPLIANCE)* |
| Accident, Incident and Near Miss investigations | School Management Team<br>*(supported by COMPLIANCE)* |

# Management Arrangements

## 1 Building

**1.1 Our School Environment** (The Workplace (Health, Safety & Welfare) Regulations 1992)

The Management Team ensures that the school premises meet the health, safety and welfare needs of all its employees, pupils, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

The School has appointed COMPLIANCE EDUCATION as their source for Health and Safety assistance and competent advice.

COMPLIANCE EDUCATION will conduct regular site visits to the school. The site visit will be used to monitor performance and ensure that all employees are aware of, and implementing, the standards which have been set and are required.

The Health and Safety Advisor will undertake an annual audit of safety standards following a standard set of questions established to ascertain the level of legislative compliance of the school. At least one member of the Management Team will participate in the audit process and provide answers and documentary evidence on behalf of the school.

The School also have a service and maintenance (SLA) with Knowsley Council who arrange for approved competent contractors to carry out building repairs, ground maintenance and statutory service and maintenance inspections.

**1.2 Maintaining Our School** (School Premises Regulations 2012)
As our pupils fall under section 3 of the Health and Safety at Work etc Act 1974 this Regulations sets out additional standards for structural requirements and the health, safety and welfare needs, of pupils.

Our buildings are owned or managed by Knowsley Council who have carried out a condition survey on behalf of our school and have prepared a long-term maintenance programme.

As part of our ongoing commitment to preserve the life of our building, periodical inspections are carried out by the school who will complete a methodical check for damage to the exterior and interior fabrication of the building, doors, windows etc.

When necessary, external structural professionals will be appointed to complete a professional survey or carry out remedial repairs.

**Asbestos** (Control of Asbestos Regulation 2012)
Asbestos can be found in any building built before the year 2000. Therefore, an Asbestos Management Survey Report has been carried out by a competent contractor and a copy is retained in the Site Managers office.

Under general health and safety law, our head teacher together with Knowsley Council will ensure it takes suitable precautions to prevent or control the risk of exposure to asbestos.

The Site Manager and contractors are required to read and comply with The Asbestos Management Survey Report and complete a registration form to inform them what to do should they discover asbestos.
From this report an Asbestos Management Plan has been drawn up and is monitored annually by the Management Team who then reports any concerns to the head teacher and Knowsley Council.
Regular inspections of the school site, as recorded in the appropriate documents will record any concerns with regard to this subject. The head teacher will be informed and will seek appropriate help and support from specialists on this matter.

As part of the schools Asbestos Management Plan, we are required to address any emergencies associated to the accidental or unplanned disturbance of asbestos within the school.

In an emergency the following actions will be followed.

- stop any activity in the affected area immediately
- remove everyone from the affected area and do not remove any items from the area as the spread of asbestos can occur through contaminated clothing or possessions
- prevent access to the area until any necessary remedial action has been taken

- seek immediate expert advice regarding necessary remedial action to be taken – there may be a need to decontaminate individuals or areas exposed to asbestos

**Water Management**

Under general health and safety law, our head teacher together with Knowsley Council will ensure it takes suitable precautions to prevent or control the risk of exposure to legionella.

Therefore, our school employs the services of an external contractor to provide the school with comprehensive testing programme which regularly includes water system assessments, water sampling, monthly temperature monitoring and thermos-static mixing valve testing and inspections.

The school appointed Site Manager ensures that the flushing procedures are followed for all little used outlet(s) and that these are recorded in the Water Management Folder.

**Drainage**

Under the Department for Environment Food and Rural Affairs (Defra) surface water flooding is a growing challenge with climate change bringing more frequent heavy storms.

Therefore, as a school we endeavour to play our part by ensuring:
- Our water drains are kept clear of debris to prevent blockages.
- All gullies and guttering are inspected regularly and cleared out when necessary.
- All blockages are dealt with

**Noise Control** (The Control of Noise at Work Regulations 2005)

The Control of Noise at Work Regulations 2005 place a duty on employers within Great Britain to reduce the risk to their staff and pupils' health by controlling the noise they are exposed to whilst at work/school.

Classrooms and other areas used for teaching are configured to allow teachers to communicate without straining their voices.

**1.3 Fire Prevention** (The Regulatory Reform (Fire Safety) Order 2005)

The School will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working at the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by the Management Team to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The School will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems is completed. The Management Team, assisted by the Health and Safety Advisor, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all staff, pupils, visitors, contractors, etc. of the emergency evacuation procedure.

The fire procedures will be under the control of the Management Team, assisted by the Health and Safety Advisor.

**1.4 Electrical Equipment used in school** (Electricity at Work Regulations 1989 and The Provision and Use of Work Equipment Regulations 1998)

The School will ensure that suitable equipment is provided, and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of the school tools and equipment will be suitably trained in their use. The Management Team ensures that all relevant information and instructions on the use of work equipment is readily available to all staff for review.

All tools and equipment purchased, and used by staff and pupils, will have suitable control measures to protect staff/pupils against risks associated with dangerous parts of machinery.

Equipment will be checked prior to use, ensuring that all controls, indicators, switches, and displays are clear and free from obstruction, dirt, damage, etc.

All equipment will be maintained in good working order by the school. Staff are required to liaise with their Management Team representative if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.

The School is aware that for larger pieces of equipment, for example a fixed piece of machinery, an immediate replacement is not practical. In this circumstance, the Management Team will arrange for a suitable repair to be completed by a person with the relevant competency and skill set.

On occasions, the school may need to hire in equipment, due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all staff are suitably trained in the use of the equipment.

The School will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The user's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If staff are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

**Portable Appliance Testing (PAT)**: Under the Electricity at Work Regulations 1989 requires that all electrical equipment that is classified as "portable" is deemed safe for use.

All our portable electrical equipment is inspected by a qualified contractor 'competent' person who has obtained certification and has relevant experience to perform this task.

No 'portable' electrical items are allowed to be brought in or used on site unless it is displaying a current PAT Test label.

**1.5 Use of chemicals** (The Control of Substances Hazardous to Health Regulations 2002**)**

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by a member of the Management Team, assisted by the Health and Safety Advisor.

Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. The Management Team will brief employees on any hazard or substance precautions, with written records being held at the school premises.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.

In order to comply with the legislative requirements placed upon it, the school will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice

- *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
- *Take into account all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.*
- *Control exposure by utilising measures proportionate to the health risk.*
- *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*
- *Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment.*
- *Check and review regularly all elements of control measures for their continuing effectiveness.*
- *Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.*
- *Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.*

- Ensuring that the Workplace Exposure Limit is not exceeded.
- Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.

Most chemical substances will carry a warning that the product is to be **'Kept out of reach of children'** therefore, we will ensure all products are safely placed out of reach or locked away.

**1.6 Use of dangerous substances** (The Dangerous Substances and Explosive Atmospheres Regulations 2002)

The School will ensure that where a dangerous substance is, or is liable to be, present, a suitable and sufficient assessment of the risks will be completed by a competent person. The regulation imposes a duty to classify workplaces into hazardous and non-hazardous areas. These areas will be defined and signage indicating their location will be posted around the site.

Where elimination of a substance cannot be achieved, the school will:

- Reduce the amount of dangerous substances to a minimum.
- Avoid any minimal release.
- Control the release at source, i.e. by extraction systems.
- Prevent the formation of an explosive atmosphere.
- Following any release, the collection, containment, and removal will be done in a controlled and safe manner.
- Avoid ignition sources.
- Segregate incompatible substances.
- Ensure that containers of dangerous substances will be appropriately labelled that clearly identify the contents and any associated hazards.

Provide employees with suitable and sufficient information, instruction and training on the appropriate precautions and actions to be taken in order to safeguard themselves and other employees at the workplace, where a dangerous substance is present.

The School will put in place procedures and arrangements necessary to deal with an accident, incident, or emergency relating to a dangerous substance in the workplace.

## 2 Procedural

**2.1 Critical Incident Plan**
The definition of what this plan is for: 'an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures, and which is likely to have emotional and organisational consequences.

The plan covers:

- A deliberate act of violence
- A school fire or explosion
- A student or teacher being taken hostage

- The destruction or serious vandalising or part of a school
- A transport related accident involving pupils and/ or members of staff
- Bomb threats
- A more widespread disaster in the community
- Civil disturbance and terrorism

Within the school's plan are details of immediate place of safety and who should be contacted in an emergency. This plan will be reviewed annually by the Head Teacher and Compliance Education.

**2.2 Risk Assessments** (Management of Health and Safety at Work Regulations 1999)

With the assistance of Compliance Education, all identified hazards are evaluated by the Head Teacher and The School Management Team and a set of controls are put in place to protect people from harm as far as 'reasonably practicable'.

For each hazard identified, the level of risk must be evaluated High, Medium, and Low. This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

Once the level of risk is established, the person completing the risk assessment will consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

When controlling risks, the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether
- Substitution by something less hazardous or risky
- Prevent access to the hazard e.g. by guarding
- Organise work to reduce exposure to the hazard e.g. putting barriers between pedestrians and traffic
- Create safe methods of work and safe systems of work designed to reduce the risk
- Issue personal protective equipment e.g. clothing, footwear, goggles etc
- Provide welfare facilities e.g. first aid and washing facilities for removal of contamination
- Provide suitable information, instruction and training
- Ensure appropriate supervision.

**Review**

Once a risk assessment is created it is imperative that it is reviewed, finalised and read by all relevant school staff.

Thereafter, the Head Teacher, and other nominated school specialist are responsible for ensuring the risk assessments 'Live Documents' are:

- Regularly reviewed,
- The effectiveness of the control measures are monitored,
- Physical control measures are used and followed by staff and pupils.
- Kept up to date by informing the relevant people of any changers so, amendments and risk re-assessments can be carried out.

Examples that would activate a risk assessment review:

- At regular intervals throughout the year.
- Following a significant change and/or if there is reason to suspect it is no longer valid e.g. after an accident, ill-health incident, violent incidence or malfunction has occurred.
- Reviewed Yearly.

**2.3 First Aid Provision** (The Health and Safety (First Aid) Regulations 1981)

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities, and personnel to ensue their staff receive immediate attention if they are injured or taken ill at work.
While the regulations do not require the school to provide first aid for anyone other than their own staff. We consider it our 'duty of care' to ensure all our pupils and visitors are considered when carrying out a first aid provision needs assessment which will cover both staff and pupils whilst they are the school premises and whilst off-site taking part in an organised educational visit activity.

On completion of our 'First Aid Provision Needs Assessment' which will be carried out by the School Management Team assisted by our appointed Health and Safety Advisor, we will ensure all nominated staff receive appropriate

training (First Aid at Work, Emergency First Aid, Paediatric First Aid, and Emergency Paediatric First Aid so, that first aid can be administered without delay, and will therefore taken into account the size and layout of the school, the age and needs of the pupils, the location of high-risk subjects, staff locations and staff absence

**Our Early Years Foundation Stage**. Under the current guidance we will ensure that at least one of our members of the early years staff who holds a current Paediatric First Aid qualification will be in school and will be available at all times whilst children are on the school premises and will accompany children on outings.

As an employer we will ensure all our newly qualified early years staff who have completed either Level 2 or 3 attend or provide us with prove that they hold either a Paediatric First Aid or Emergency Paediatric First Aid Certificate before we include them in our staff-to-child ratios.

Our school will display or make available to parents the names of all staff who currently hold a Paediatric First Aid or Emergency Paediatric First Aid Certificate.

**First Aid Containers**
The number and content of our first aid containers will be identified as part of our 'First Aid Provision Needs Assessment'. As a minimum we will provide one fully stocked first aid container in the main building, with additional smaller first aid containers strategically placed around the school.

Even though there is no mandatory list of items that need to be included in a first aid container we as a school adopt the HSE recommendation to hold the following items within our main first aid container and all other smaller first aid kits will hold items likely to be needed to deal with an injury in accordance with its location.

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

**Accident reporting and investigation**
An appropriate investigation of any accident, incident or near miss will be carried out by a member of the School Management Team, assisted by the appointed Health & Safety Advisor, if required. The investigation will establish the actual or underlying cause of the incident and will enable the school to instigate additional control measures to prevent re-occurrence.

The School recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents by the quickest means possible.

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.
The School has a responsibility to still maintain records of over-three day-injuries. The accident book entry will be used as the mechanism for capturing this data.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

**Employee's Only** This applies to all education employees and self-employed persons on school premises.

- deaths.
- specified injuries.
- over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- non-fatal accidents to non-workers (e.g. members of the public)
- certain occupational diseases.
- dangerous occurrences – where something happens that does not result in an injury but could have done.

**Pupils and Visitors Only**
All fatal and major injuries on the school premises during educational instruction hours should be reported in the same way as those to employees. However, injuries during free time arising from collisions, slips and falls need not be reported unless they are attributable to the condition of the premises, plant/equipment on site or lack of supervision.

- the pupil or visitor required First Aid

- the injured person has been taken straight from the school to the hospital.

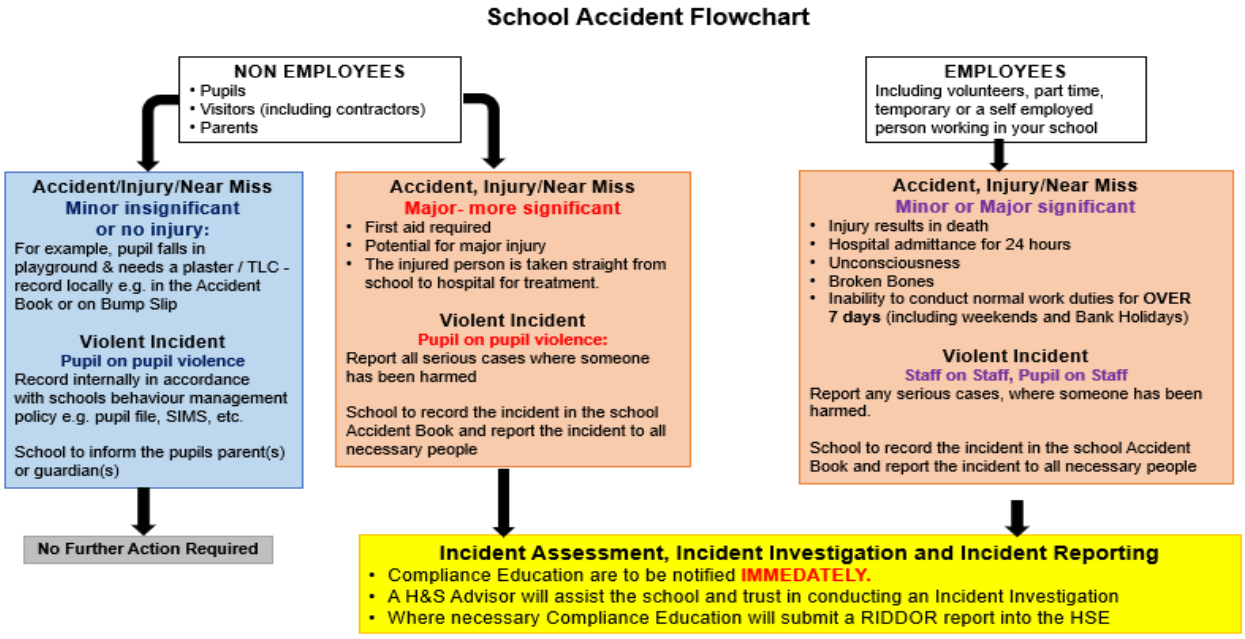
If an accident has occurred in a work/teaching situation, then a member of the Management Team will contact the Health and Safety Advisor to discuss the necessary course of action. Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

**2.4 Reporting certain accidents to the HSE** (The Management of Health and Safety at Work Regulations 1999 and The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR))

The School will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Management Team, assisted by the Health and Safety Advisor, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
  - Change in legislation.
  - Change in control measures.
  - Significant change in work carried out.
  - Transfer to new technology.
  - Original assessment is no longer valid.
- Assessments are recorded and copies held at the school premises.
- The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

The School will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.




**2.5 Supporting Pupils at School with Medical Conditions** (Supporting Pupils at School with Medical Conditions DfE Guide 2015 and The Equality Act 2010)

All medication will be administered to pupils in accordance with the DfE document https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

All staff in the school have a duty to maintain professional standards of care and to ensure that our pupils are safe. It is expected good practice that our school will review cases individually and administer medicines in order to meet the all-round needs of the child. Therefore, at the beginning of the academic year a pupils parent/carer is requested to fill in a medical form. An individual medical plan is drawn up, which underlies the medical condition(s) which require ongoing or emergency medication and is tailored to their needs

The Head Teacher will ensure that all staff are sufficiently trained to administer medication, deal with children who fall within the parameters of an Educational Health Care Plan and are aware of the school's planned emergency procedures.

Further information can be found within our:

- Managing Medicines Policy
- Educational Health Care Policy
- Intimate Care Policy

**2.6 Educational Visits** (Health & Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and The Department of Education (DfE) statutory guidance for Educational Visits).

The School aim to provide a broad and balanced curriculum and believe that school trips are an essential resource for learning and a key component of the curriculum.

Each educational visit will start with a clear identification of the educational objectives. Once identified these objectives set the agenda for a detailed plan depending on whether they fall within Category 1, 2 or 3.

- ✓ Category 1 (Standard) Head Teacher approval include visits within the school day or extended school day not involving travel outside of the local area and not involving adventurous activities.

  This is intended to cover swimming and sports fixtures and regular or routine visits to local establishment and facilities that both visiting staff and pupils/pupils are familiar with, and any particular hazards are addressed in the standard operating procedures.

  As part of our educational visit's procedure, a blanket approval and parent consent will be obtained at the beginning of each academic year with parents being provided with information nearer to the time, as to the nature of these off-site visits (sports fixtures, visits to other educational establishments and libraries, etc.)

- ✓ Category 2 (Enhanced) Head Teacher and Chair of Governors approval include visits within the school day or extended school day which involves traveling within or outside the local area and does not involve an overnight stay, travel by sea or air or adventurous activities.

  This includes trips to unfamiliar facilities, to facilities the school do not visit regularly, or the school have chosen to take part in a different activity whilst visiting a 'standard' establishment

  An individual educational visit parent consent form will be sent out to each child's parent/guardian. If parents withhold their consent, then the pupil will not be taken on the visit but alternative arrangements for delivering the educational objectives of the visit will be made if possible.

- ✓ Category 3 (High Risk) Local Education Authority/Compliance Education approval includes all residential visits, overseas visits and visits involving adventurous activities.

  An individual educational visit parent consent form will be sent out to each child's parent/guardian. If parents withhold their consent, then the pupil will not be taken on the visit but alternative arrangements for delivering the educational objectives of the visit will be made if possible.

All School trips are planned in advance and risk assessed in accordance with regulations and guidance. Therefore, we follow a full and comprehensive process taken from the Outdoor Education Adviser's Panel (OEAP) and record and save all documentation relating to the educational visit on our Evolve system.

**Transport**

As part of our visit planning, we look at ways in which we can safely transport our pupils and staff to and from the school, based on a number of factors.

- Travel distance and route to the location (motorway travel, busy roads, highly populated areas, or remote locations)
- Number of staff and pupils/pupils.
- Do any of the staff or pupils attending have mobility issues.
- The anticipated amount of luggage and equipment that will need to accompany us on our trip.

When considering what mode of transport will be best to use, we will conduct the following assessments

- If we intend to hire a Coach or Minibus with driver
  In order to safeguard our pupils when travelling by hired coach/minibus, we will only employ authentic, reputable companies that can provide written assurances that suitable safety management systems are in place, and that appropriate operating procedures are followed.

- *(**Note:** Coaches must be fitted with seatbelts by law, but it is not the responsibility of the driver to ensure that they are worn unless the seats are in line with or in front of the driver. Staff should actively encourage pupils to keep their seatbelts fastened throughout the journey)*
- If we intend to hire a Minibus or use our own School Minibus which will be driven by a member(s) of our staff, we will ensure the nominated staff hold the correct 'Driving Category Entitlement' and that they are confident and experienced in driving larger vehicles.
- If we intend to use Public Transport or Walk or a mixture of, we will compile a risk assessment which will highlight the risks surrounding our chosen mode of transport.

**2.6 Manual Handling** (The Manual Handling Operations Regulations 1992)

The School is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activities, the school will:

- So far as is reasonably practicable avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Management Team, assisted by the Health and Safety Advisor, and will take into account:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of the school are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment in the manner they have been trained to do.
- Co-operate with the School on Health and Safety matters.
- Tell their line manager/supervisor if they identify hazardous handling activities.
- Make sure that their work activities do not put others at risk.

**Lifting Equipment** (The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998)

The School will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for its particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e. the work is planned, organised, and performed by competent people.
- Subject to on-going thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the equipment. A wide range of equipment is covered by these regulations including passenger/mobility lifts, portable/fixed patient/disability hoists and climbing wall lifting and supporting equipment. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

**2.7 Work at Height** (The Work at Height Regulations 2005 (amended 2007)

It is the policy of the school to comply with the Work at Height Regulations 2005, which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

In accordance with these regulations, the school will:

- Avoid work at height wherever possible.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

Before any work at height takes place, the below must be followed:

- If there is an alternative means of carrying out work, which removes the need to work at height, this should be utilised.
- All work at height must be properly planned and organised.
- All work at height must be carried out under appropriate supervision, in as safe a way as is reasonably practicable.

**2.8 Display Screen Equipment** (The Health and Safety (Display Screen Equipment) Regulations 1992)

Employees who use display screen equipment for more than 50% of their working day, e.g. PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by the Management Team, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The School will ensure that free eye/eyesight testing and correction is available for those employees identified as using DSE.

The Management Team ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

As our pupils fall under section 3 of the Health and Safety at Work etc Act 1974 they are therefore, not encompassed in The Health and Safety (Display Screen Equipment) Regulations 1992. As a school we encourage all our pupils to adopt good ergonomics.

**2.9 The Personal Protective Equipment** (The Personal Protective Equipment at Work Regulations 1992)

The School recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. The school will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.

All PPE issued must be stored as per the manufacturer's specification.

It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The Management Team, assisted by the Health and Safety Advisor if appropriate, ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer

## 3 Employees, and Non-Employees (Pupils, Visitors and Contractors)

**3.1 Children on the School Premises** and The Health and Safety at Work etc Act Section 3.

The purposes of the Health and Safety at Work etc Act 1974 include protecting people other than those at work from risks to their health and safety arising out of or in connection with the activities of people at work.

Section 3 of the Health and Safety at Work Act places general duties on employers and the self-employed towards people other than their employees.
Therefore, The School being in 'Loco Parentis' will ensure we manage all aspects of our student's safety, welfare and health issues that are not regulated by occupational health and safety law.

The Head Teacher and the School Management Team have considerable autonomy in the day-to-day running of their school. The Head Teacher will exercise their autonomy in line with their employer's policies, procedures and standards.

Getting health and safety leadership right is about managing risk sensibly – not trying to eliminate it altogether. Therefore, we will:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.

- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

### 3.2 Visitors and Third Parties

*Access to the premises*
In accordance with the general health and safety arrangements, safe and adequate access and egress will be maintained at all times when the premises are occupied. Specific consideration will be given to those who are less able. Means of escape will be checked on a regular basis to ensure availability. It is the duty of all on site to ensure that means of escape are maintained at all times.

*The school premises (Visitors and Third Parties)*
Visitors to the school premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception/office area.
- Be made aware of the school's requirements and rules for visitors.
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

*Site locations/work areas/premises*
Any visitors to work locations that are under the control of the school may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from a school's representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.

### 3.3 Security

School treats the security of our pupils as a top priority. Security arrangements are monitored and reviewed regularly by the school office and following a security related incident or feedback from an interested party.

Security arrangements currently in place include:
- Intruder Alarm System (contractor maintained 24/7)
- Keeping all external doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
- Keeping the front door locked with as an extra security measure when the premises are empty.
- Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- Ensuring all visitors and staff sign-in upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member.
- Ensuring all visitors show identification upon arrival if unknown to the school.
- Ensuring pupils never open the front door and staff only admit known/expected persons to the school.
- Fitting security locks to all windows identified as requiring them by the insurance company.
- Keeping all gates and boundaries in good repair and checked regularly.
- Keeping all gates bolted for safe access control.
- Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed, and their child not collected.
- Requiring parents/carers to inform staff in advance, either by telephone, email or in writing via the home message book, if another adult will be collecting their child.
- Requiring written permission from parents/carers if child is dismissed to walk home alone.
- Not permitting any child under the age of 14 from collecting a pupil.
- Ensuring that pupils are handed over personally to the collecting adult.
- Maintaining a list of key-holders, held in the school office. Emergency Keyholders details are registered with the local police department in case of emergency.
- Providing lockable metal filing cabinets for personnel files etc. to satisfy data protection, confidentiality and fire risk requirements.
- A Lockdown Procedure is in place and is practiced.

**Contractors and Visitors to the school**
In conjunction with our Safeguarding Policy all contractors and visitors to the school are required to report to the school reception upon arrival were they will be asked to identify themselves, state the purpose of their visit and to confirm their status, by producing verifiable documentation.
If there is any doubt as to the authenticity of this information, they will not be allowed entrance to the building and a member of the Senior Leadership Team will be informed. Where necessary, this may lead to contact with other external agencies/partners as deemed appropriate.

### 3.4 Levels of Supervision

School recognises the importance of maintaining suitable levels of supervision for our pupils. For staff-to-pupil ratios the school will follow the EYFS and DfE guidelines.

The following applies to all areas of the school:

- Pupils will always be within sight of an adult.
- Registers will be taken at the beginning of the morning and afternoon sessions to ensure pupils are on the premises. Daily absence procedures operated by school office.
- Pupils will be escorted and supervised in outside areas.
- Pupils will be supervised when eating and drinking.
- Adults will be aware of pupils using the toilet/bathroom.

### 3.5 Violence and Aggression

The School will not tolerate harassment and violence of any kind. This stance is followed throughout the school and includes the relationships between colleagues, pupils/parents and employees, and between employees and any other third party.

Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the management team as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.
- Intimidation.
- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the School and may result in the accuser facing disciplinary action.

The School will provide support, via the Management Team, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.

The School will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

The School will conduct risk assessments for their work activities and include/consider risks to employees from violence and aggression.

This process includes:

- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the school will develop a procedure which will clearly define the school's views and their stance on zero tolerance towards violence and aggression in the workplace.

### 3.6 Offensive Weapons

As our pupils develop into maturity they naturally experiment with their behaviour and test boundaries. The younger they are the less capacity they will have for restraining themselves, resisting temptation or resisting peer pressure.

None of this excuse's poor or criminal behaviour. It actually increases the need to intervene as early as possible, to show that actions have consequences, and that harm is being caused.

We strive to provide an environment in which all our pupils feel safe, able to express themselves without judgment, by building relationships and trust whilst encouraging our pupils to develop a sense of personal responsibility.

### 3.7 Drugs

When we refer to 'drugs' within this policy, this also includes alcohol, tobacco, medicines, volatile substances (aerosols, solvents, glue or petrol) and new psychoactive substances ('legal highs').

We have a key role to play in ensuring that our pupils understand the risks involved and have the confidence, knowledge and skills to avoid them.

Through a strict set of school rules, we will discourage drug misuse:

- **Medicines**
  The school has a Managing Medicines Policy for the administration of medicines that must be followed for everyone's safety. Our practice is in line with guidance as recommended by DfE guidance 'Supporting pupils at school with medical conditions and appointed staff receive regular Administering Medication Training.
- **Alcohol**
  Parents and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school.
- **Solvents**
  The school will ensure that all potentially hazardous substances are stored safely and used correctly in accordance with
  - The Control of Substances Hazardous to Health Regulations 2002
  - CLEAPSS
  - DfE Guidance 'Safe storage and disposal of hazardous materials and chemicals'

  All our lessons are carefully structured in line with DfE and CLEAPSS guidance.
  In the interests of health and safety, should a student be found in possession of any solvent-based products or removing solvent-based products from the classroom, they will be confiscated and dealt with, in line with the School's Behaviour Policy.
- **Illegal drugs**
  No illegal drugs are permitted to be brought on to or used on school premises.
  In the interest of safeguarding staff will remain vigilant of strangers or known drug users or dealers hanging around outside the school.
  The school has a no-mobile phone policy and staff will remain vigilant of pupils using mobiles during school hours.
  Should a student be found in possession of illegal drugs then a permanent exclusion is possible in line with the School's Behaviour Policy

### 3.8 Lockdown

Our School is generally a safe place for all our pupils and staff. However, we cannot control what happens outside our school. Therefore, we have created a lockdown procedure which accompanies our lockdown policy detailing what action(s) the school will take in order to ensure the safety of all our pupils and staff.

The instruction to 'Lockdown' may come from an external source (Police, Fire Brigade) or the alarm maybe activated by a member of staff based on what they have seen or heard.
It will be used in response to an internal or external incident which is deemed as a threat to the safety of staff and pupils in the school.

- A reported incident, disturbance in the local community

- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The proximity of a dangerous dog roaming nearby.
- An intruder on the site
- Unauthorised visitors

**3.9 Protection of Young Persons on Work related placement.**

The school will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme, i.e. work placement, then the placement organisation must be involved in the assessment process

**3.10 Lone Working**

The school endeavours to avoid lone working whenever possible. However, the Management Team are aware that employees may be required to work alone at either the school premises or when visiting/working at child's/ parents' home. The school recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between them and their appointed member of the School Management Team.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.

If not returning to the school base at the end of the last visit, notify their appointed member of the School Management Team to inform them that they have left their client/location and they are okay (or otherwise)

**3.11 New and Expectant Mothers**

The School is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the school stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, a member of the Management Team, assisted by the Health and Safety Advisor, will conduct a specific assessment for the employee in question. If this risk assessment has identified any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the school will take action to remove, reduce or control the risk. If the risk cannot be removed, the school will take the following actions:

**Action 1 -** Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:
**Action 2 –** Offer the staff member suitable alternative work (at the same rate of pay) if available or if that is not feasible:
**Action 3** – Suspend the staff member from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

**3.12 Occupational Health**

The School will arrange for an Occupational Health Practitioner to conduct pre-employment medical assessments appropriate to the job requirements when necessary.

Hearing tests are included within the pre-employment screening and continued at intervals, as prescribed by the appointed Occupational Health Practitioner.

Health risks are included within the school risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.

On-going monitoring of Occupational Health is completed at appropriate intervals by the Management Team and includes the use of a health questionnaire (completion is required for each employee)

**3.13 Public Health (Control of Disease)** (Public Health (Control of Disease) Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020)

The School recognises that staff and pupils will suffer from various types of illness and infections. However, no-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community and therefore, will work closely with The Health Protection Team (HPT) who have operational autonomy and provide government, local government, the NHS, Parliament, industry and public with evidence-based professional, scientific and delivery expertise and support.

In order to maintain a clean and hygienic school the following health and safety arrangements are in place.

- A cleaning rota has been established for all areas of the school.
- A cleaning rota has been established for all school equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of pupils.
- All premises are to be cleaned and tidied before pupils arrive.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Outside sand pits are covered and cleaned/changed regularly.
- Dressing up clothes, display drapes, table ware and blankets are regularly washed.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- The school office holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

The School promotes good personal hygiene practices.

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils are encouraged to use the toilets correctly.
- Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.
- Pupils are encouraged to place their hands over their mouths when they cough or sneeze.
- Pupils are taught to respect cultural differences that influence people's different attitudes to hygiene.
- Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.
- No dogs are allowed on school premises, including the carpark and pedestrian walkways.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

**3.14 Sharing Information** (The Health and Safety (Consultation with Employees) Regulations 1996)

The Management Team recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the school will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as the school competent person with regards to Health and Safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for Health and Safety training.

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The School encourages all employees to enter into the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated through the Management Team for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

The School fully involves or will involve employees where English is their second language, including labour only. The Management Team, assisted by the appointed Health and Safety Advisors, will utilise documents that are readily available on the HSE website in different languages. These documents and any specific site instructions will be aided by pictograms and interpreters if required.

**3.15 Safety Training**

Preventing accidents and ill health caused by work is a key priority for everyone at the school. The Board of Governors recognise that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they carry out.
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how Health and Safety could be managed better.
- Meet legislative requirements.

Members of the Management Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the Management Team will be responsible for ensuring that the school and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

A work-based competency matrix will be established for all employees of the school. This matrix will provide the Management Team with sufficient information to create a rolling Employee Training and Development plan. The competency matrix will include any identified re-training or refresher dates and will be reviewed on an annual basis, as a minimum, by a nominated member of the Management Team, assisted if required, by the appointed Health and Safety Advisor.

An annual training plan will be established following the review of the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

**3.16 Refusal to Work on the Grounds of Health and Safety**

The School will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

The School will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants of the school will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following:
If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues actually are.
- If a member of the School Management Team cannot be immediately contacted the relevant work should stop.
- The most senior member of staff will check that there are no instructions or information available to resolve the issue.

- If the member of the School Management Team does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the school.

### 3.17 Dogs on the school premises

Dogs are only allowed on school premises for educational purposes or with pupils, staff or members of the public as a registered service dog.

**The following advice is given out to parents who bring their dogs to school at drop off and pick up times**

Dogs are an important part of family life for many in the school community, and as such are often included in day-to-day activities such as walking children to and from school. However, others may find the presence of dogs in the playground and school grounds stressful, even frightening particularly with younger children, and even well-behaved dogs can behave unpredictably when placed in a busy, noisy and crowded environment.

Consequently, dogs are not permitted to access school grounds. The school's priority is the safeguarding of its children and staff.

**Dogs being brought into school as an educational activity for pupils**

From time to time a dog might come into school as part an educational activity. This could be linked to a curriculum topic on animals or pets, fund raising for Guide Dogs or workshops by the Blind and Dogs Trust.

In these cases, the following guidance will be adhered to:

- A risk assessment is completed prior to the visit and the dog is from a recognised organisation that can show evidence of the dog's nature and temperament.
- The organisation has public liability insurance.
- Parents/carers have been informed of the proposed visit/how the visit will be carried out.
- The extent of interaction with the pupils and permission slips received.
- Alternative arrangements for pupils that may not wish to participate in the activity.
- All necessary arrangements have been put in place prior to the visit, as agreed with the organisation bringing in the dog. This should take into consideration size, breed of dog, age group and numbers of children.
- Consideration taken of any allergic reactions to dogs that pupils or staff may have.
- Good hygiene and hand washing procedures in place for pupils.

The only exception to the above is if they are working guide dogs. (Engaged as a seeing aid)