Health and Safety Policy

Purpose of Policy

The purpose of the policy is to ensure that Bingley Grammar school has arrangements in place which meet the relevant legal requirements with regard to Health & Safety at Work, and demonstrates that a positive Health & Safety culture exists within school and Health & Safety issues are being managed effectively.

Aims

The school recognises its responsibility to promote a culture where Health and Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work. Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:

- plant, equipment and systems of work are safe and without risks to health.
- the handling, storage or transport of articles and substances will be safe and without risk to health.
- information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, pupils and those who are affected by the work of the school.
- the site is maintained in a safe condition and without risks to health.
- access to and egress from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.
- a working environment is provided that is safe and without risks to health.
- there are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.
- all reasonable steps are taken to ensure the health, safety and welfare of all participants in school trips
- accidents are investigated and, where relevant, appropriate steps are taken to prevent re-occurrence

The persons with specific responsibilities for Health and Safety are identified in the Organisation section below and the arrangements implemented to meet the above requirements are as detailed in the Arrangements section.
Organisation

Governors
The School governors will ensure that:

a) the Head Teacher produces a school Health and Safety (H&S) Policy for approval by the governing body and that this policy is regularly reviewed;

b) risk assessments of work activities are undertaken and a written record of the assessments kept;

c) sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc.;

d) regular safety inspections are undertaken as appropriate;

e) they receive an annual report on H&S from the Headteacher;

f) a positive H&S culture is established and maintained.

Headteacher (The Headteacher is the day-to-day manager of the site and is responsible for H&S on that basis.)
The Head Teacher will ensure that:

a) a school Health and Safety policy is produced for approval by the governing body and that the policy is regularly reviewed and revised as necessary;

b) risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and updated as necessary;

c) safe systems of work, identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;

d) information and advice received on H&S is acted upon/circulated to staff and governors as appropriate.

e) regular safety inspections are undertaken as appropriate;

f) an annual report is provided to the school governors on health and safety;

g) he/she co-operates with the Council where appropriate in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;

h) staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
i) if he/she delegates H&S duties to an individual, normally referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

**H&S Co-ordinator (Named Persons): Judith Smithson (Business Manager) and Robert Parkinson (Site Operations Manager)**

*These are the persons delegated with specific responsibilities by the Headteacher in respect of the management of H&S. The joint responsibility should ensure that someone is available at all times*

The H&S Coordinator will:

a) provide H&S information to staff and governors where appropriate;

b) advise the Headteacher and Governors on action required to comply with relevant H&S Legislation;

c) set timescales/ensure work is carried out to meet the requirements of H&S Legislation, in consultation with Head Teacher/Governors as necessary;

d) organise regular safety inspections as appropriate;

e) ensure own and other staff training is appropriate to the needs of the school and particular departments.

**Senior Managers (will include Head of Area/Department/Faculty)**

*The Senior Manager is responsible for the day-to-day management of Health and Safety issues within an Area/Department/Faculty."

The Senior Manager will:

a) ensure that H&S is a regular item on the agenda of Area/Departmental/Faculty meetings;

b) ensure that the staff in their Area/Departmental/Faculty follow the conventions of the school safety policy and are aware of any specific H&S responsibilities and any specific arrangements or standards followed;

c) assist the H&S Coordinator in identifying competent persons/carrying out risk assessments;

d) ensure that H&S requirements, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for in the Area/Department/Faculty budget or brought to the attention of Head/H&S Coordinator/Governors as appropriate; and

e) ensure that staff are made aware of and have access to the H&S information relevant to them.
Employees
All employees must:

a) have read the school’s Health and Safety Policy

b) take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;

c) follow safety instructions when using equipment, and supervise students and advise them on how to use equipment safely

d) report immediately, or as soon as practicable, any defects noted with plant equipment, machinery or the workplace generally to their line manager (who will take appropriate action), record the defect on the electronic Task Manager system, and if it is a matter of urgency also inform the H&S Co-ordinator directly;

e) not misuse anything provided for health and safety purposes;

f) report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and co-operate with management in investigating such accidents or incidents (see details on accident reporting below);

g) co-operate with management in respect of complying with H&S requirements.

NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The school does not hold insurance to cover use of private vehicles.

All staff must follow the requirements of the Health & Safety Policy, together with any relevant risk assessment controls, safe systems of work procedures, and health & safety information provided on an ongoing basis by the school in order to safeguard the welfare of all. Failure to do so may be a disciplinary offence.

Contractors’ staff working on school site (including cleaning and catering staff)
All workers on School site employed by third parties must:

a) comply with the requirements of the School’s Health &Safety Policy

b) be aware of and comply with any Health &Safety standards specific to their work

c) work in line with the service agreements and any method statements provided to the School.

Volunteer Helpers
Volunteer helpers in school have the same duties as those indicated for employees.
Students
(Although students are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, the school has expectations as to what is appropriate behaviour. School expectations are communicated to students through the Home School Agreement, the information provided in the individual Student Planners, assemblies, and through the form tutorial sessions on behaviour, rewards and sanctions etc.)

Students are expected to:

a) comply with school rules relating to general behaviour;

b) take note of and comply with information provided for safety with regards activities undertaken;

c) in cases of emergency to remain quiet, listen and obey instructions given by staff; and

d) not to misuse anything provided for H&S reasons.

Arrangements

The following arrangements have either been established through risk assessment at school level or are national standards. Links to other policies will be highlighted where they provide more detailed information with regard to specific issues.

General Arrangements

1 – Accident/Incident Reporting

1.1 – Accidents
All accidents to students, staff or visitors involving injury are to be recorded in the appropriate school Accident Book/Sheets (either Student or Staff & Visitors), which are kept in the First Aid Office. (NB All accidents recorded in the daily first aid sheets are now also recorded in an electronic Accident “Book”, i.e. a spreadsheet enabling easier analysis and monitoring of issues arising).

In addition, any incident which is potentially reportable under RIDDOR 2013 legislation (i.e. a reportable injury, disease, or dangerous occurrence) will be reported to Bradford Council’s Occupational Safety Unit as soon as possible. Staff in this unit will make a decision as to whether the incident should be reported to the HSE. Reportable incidents include:

- Death

- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

One of the key First Aiders (i.e. either the Medical Needs Co-ordinator or one of the Faculty Admin team) must be informed of any such incident immediately so that appropriate actions can be taken, including notifying parents of any accident or injury and any first aid treatment given. An accident form (available on R drive or from the First Aid Office) must be completed by any member of staff involved in or witnessing an accident, providing full details, including details of all other staff involved or witnessing the incident).

1.2 – Near miss incidents
For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form (available on R drive or from the General Office) is to be completed. The form will be sent to the H&S Coordinator who will then decide what further action needs to be taken.

1.3 – Behaviour Incidents
These include violence, bullying and harassment and are to be reported immediately to a line manager or a senior member of the Student Support team. Incidents involving students are to be recorded on the SIMS MIS.
1.4 – Reporting to Ofsted and child protection agencies
The designated safeguarding lead will notify Ofsted of any serious accident, illness or injury to, or death of, a student whilst in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The designated safeguarding lead will also notify relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school’s care.

2 – Asbestos
The school Asbestos Management Plan (AMP) is kept by the Site Operations Manager and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

NB All staff are advised that materials containing asbestos in school are not always labelled as such so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

3 – Access to the School Site
For the safety of students, staff and school property, access to the school and its grounds has been made as secure as practically possible with the introduction of a perimeter and internal fencing and gates system. It is important that unauthorised people are not permitted access to the school and it is also important that Reception staff are aware of any visitors to school. (Further procedural details are included in the Visitors to School Policy available on the Admin R drive/22).

The gates and various internal doors have an entry code system which requires all staff to key in a code or swipe their staff badge in order to gain entry. It is therefore important codes and badges are kept secure. Staff are advised as follows:

**Do not lend your staff badge to anyone else**, 
- Do not reveal door entry codes to people that you do not know or who cannot prove themselves to be employees

- Beware of people attempting to drive onto the site by “tailgating” (i.e. following closely behind you as you drive through the gates so that they do not need to alert Reception for access). If this happens and you do not know the driver behind, please report it to Reception.

- Beware of people (including students) attempting to get through a security door without using the code, e.g. by following closely behind you or looking over your shoulder as you key in a code. Challenge them if they are unknown to you.

- Always challenge people who you do not recognise if they are not wearing an identity badge on the premises.
All visitors and contractors must gain access to the school via the Reception area. Visitors and contractors in and around school buildings must always sign in the visitors’ book (giving their name, organisation, who they are visiting and their car registration number) and wear an identification badge. Unless they are regular visitors/contractors and have an access entry badge provided following an enhanced DBS check, all visitors to site must be accompanied at all times.

To prevent any theft from the school, do not let anyone remove equipment or records unless you are certain who they are.

If a member of staff considers that any of the above directions are being abused, or if they feel that there is an insecure area of the school that needs attention, please contact the Site Operations Manager immediately.

4 – Contractors on site
There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site, and building contractors who work on an 'as and when' basis.

4.1 – Service contractors – Service contractors have regular access to site as specified by a contract. Such contractors’ visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifies what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods must take into account how they will impact upon staff, students and other visitors on site. The school must provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they must be consulted over emergency arrangements. A copy of this policy will also be provided to them.

4.2 – Building contractors – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block.

The new Construction (Design and Management) Regulations came into effect on 6 April 2015 and the school must now exercise the duties of the Client as contained therein for projects of all sizes. The school is responsible for the management of health and safety on all projects on site, but may appoint a principal designer/contractor on major works to ensure all aspects are covered.

The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

**Hazards** associated with building work relate to personal injury or damage to health caused by:

- a) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
b) being hit by falling objects dropped by persons working above head height;

c) inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.

d) coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

4.2.1 – Small scale building works
This will include day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.

a) All contractors must report to the Site Operations Manager on their arrival and under no circumstances are they to commence work until given approval to do so by the Headteacher (or delegated person) or Site Operations Manager.

b) Before any work is commenced, it is essential that the Headteacher (or delegated person) or Site Operations Manager is made aware of:
- what work is to be undertaken,
- where the work is to be carried out,
- an indication of the likely timescale,
- what equipment is to be used,
- what services are required.

c) Before work is to commence, the contractors must be advised by the Headteacher (or delegated person) or Site Operations Manager,
- where they can gain access to services,
- what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the lower field at the rear of the school,
- any particular problems with the work, e.g. access may still be required to the area.

d) The contractors must sign into the visitors’ book and be issued with a visitors pass and be advised that it must be worn at all times whilst on site. (See also Visitors to School Policy)

e) The contractors must be advised who to contact on site if they have a problem.

4.2.2 – Large scale works
This encompasses all work where a pre-site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors.
For all large scale works a pre meeting will take place and the Headteacher or delegated person /Site Operations Manager will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

The Headteacher or designated Officer/Site Operations Manager will ensure that all temporary rules such as exclusion from the premises or parts thereof are made known to all staff, students and visitors to the premises whilst contractors are working in the school.

All contractors working on site during school hours must be accompanied by a member of school staff or a senior member of their own contracting business who has been through an enhanced DBS check, and arrangements put in place to segregate the contractors from student areas. All contractors must be made aware of child safeguarding priorities and the need to avoid contact with students. As part of any tendering process contractors must be asked to confirm in writing that they accept responsibility for training their staff in child safeguarding priorities.

5 – Emergency procedures
In the event of an emergency at the school, such as if a fire breaks out or if the school building needs to be evacuated, the emergency services must be called immediately and the Emergency Plan (see details on the admin R drive/25 Health & Safety/Emergency Plan) put into place. Different emergencies require different procedures.

The Site Operations Manager and Premises staff are key holders and will respond to an emergency. The Site Duty contact number is 07966 647873.

5.1 – Fire Drill and Fire Safety
The school's procedures on fire safety will be put into operation (further details are included in the Fire procedures document):

Any person discovering a fire must:
   a) Operate the nearest fire alarm
   b) Call the fire brigade immediately by dialling 999 using the nearest telephone.
   c) Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.

5.2 – On hearing the fire signal
   • When in class, the order to evacuate will be given by the person in charge, who will indicate the route to be followed.
   • When not in class, leave the building in an orderly fashion and follow the most direct route to the place of assembly.
   • Act quietly and calmly at all times
   • Do not stop to collect your personal belongings

A fire drill is practised and documented regularly.
A separate Fire Safety Policy and Risk Assessment has been produced
The school will have special arrangements in place for the evacuation of people with mobility needs.

5.3 Full Site Evacuation
In the event of the need for a full site evacuation (e.g. due to a bomb threat or major gas/chemical leak), separate procedures are provided for this and staff are advised to familiarise themselves with the details (available on R/22 Policies and Procedures/Current Procedures and on R/25 Health & Safety/Emergency Plan). They are also highlighted to staff regularly on training days.

5.4 Lockdown
Separate lockdown procedures are available on the R drive if needed (e.g. due to an intruder or dangerous animal on site) and staff are advised to familiarise themselves with the details (available on R/22 Policies and Procedures/Current Procedures and on R/25 Health & Safety/Emergency Plan). They are also highlighted to staff regularly on training days.

5.5 Adverse Weather
During any winter period, there is always a possibility that severe weather will necessitate the closure of the school, but every effort will be made for the school to remain open whenever possible, as long as it is safe to do so.

The school will only be closed if one or more of the following conditions apply:

1. A sufficient number of staff are unable to come in to keep the school running safely.

2. Conditions onsite are dangerous.

3. Conditions are considered to be, or are anticipated later to become, too hazardous for travel.

The decision to close the school either before or during the school day will be made by the Headteacher. In the absence of the Headteacher, a deputy Headteacher, in consultation with the Headteacher, may make this decision.

If a decision is made to close before the start of school, the emergency calling tree will be put in place to cascade details of the closure amongst staff until everyone has been notified.

6 – Consultation with employees
The school complies with the H&S (Consultation with Employees) Regulations 1996 by:

- having H&S as a regular item on the agenda of staff meetings;
- providing information to staff on statutory regulations in relation to H&S, and on any school specific issues which arise on a day to day basis;
• asking staff on a regular basis to inform the H&S Co-ordinators of any H&S issues or concerns with regard to the site or wellbeing, and reminding them about the use of the electronic Help Desk system
• holding regular Health & Safety meetings and inviting staff from different departments to obtain information from across the school
• meeting with union representatives and taking staff concerns into account when making organisational changes

7 – Competency
All staff appointed are considered to be competent to perform the tasks they are given. Specifically, with regards to Health and Safety competency this is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students. The standard H&S procedures that are general to all (e.g. fire procedures etc.) are covered with new starters at induction and each new member of staff signs to say they have read the Health & Safety Policy. Standard H&S procedures and risk assessments are available to all electronically on the school R drive, and supplemental information will be provided within each department regarding those that are specific to a particular area (e.g. handling chemicals in Science and use of machinery in DT).

8 Use of computers/Internet
The school has separate policies for the use of school ICT systems for staff and students, including compliance with the General Data Protection Regulation introduced in May 2018, and a copy of these policies can be found on the school’s R drive (R22 Policies and Procedures) The policies indicate the school approach to internet safety and details the ways ICT facilities can and cannot be used by the networks users.

9 – First Aid
The school will ensure that there are an appropriate number of trained first aiders on site during the school day, and a list of staff who hold a first aid at work certificate is on notices displayed around the school or available from the First Aid office.

9.1 – Following an accident
In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance. In cases involving students, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention. For cases involving injuries to students that are less serious but still of concern, e.g. sprains, strains, cuts etc. the student will be asked if parents/guardians should be contacted or if they feel fit enough to stay in school. NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised.

9.2 – Recording
Any accident where first aid is administered to students or adults is to be recorded in the appropriate Accident Book (see section 1.1).
9.3 – First aid box/materials
First aid boxes are kept on site and these only contain approved materials. The boxes are regularly checked and available for use by all staff/adult visitors on site. For those working on our premises, first aid kits can be found in the:

- First Aid room
- Staff Room
- Sports Hall
- Allocated faculty offices (Biology, Chemistry, DT and Art, Food Technology)
- Restaurant & Bistro

9.4 – Injuries involving bleeding
Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in the First Aid room.

9.5 – Automated external defibrillators (AEDs)
An AED is a machine used to give an electric shock when a person is in cardiac arrest, i.e. when the heart stops beating normally. Cardiac arrest can affect people of any age and without warning. If this happens, swift action in the form of early cardiopulmonary resuscitation (CPR) and prompt defibrillation can help save a person’s life.

We have two AEDs on site. One is situated in the main school reception area and the other is in the main sports hall. Whilst we have staff in school who have been trained to use an AED, they are designed to be used by anyone without training and clear instructions on its use are given electronically through the device i.e. the device will “talk” you through the process. The AED will only deliver a charge when it determines a shockable rhythm is present. The AED will analyse the individual’s heart rhythm and apply a shock to restart it, or advise that CPR should be continued. Voice and/or visual prompts will guide the rescuer through the entire process from when the device is first switched on or opened. These include positioning and attaching the pads, when to start or restart CPR and whether or not a shock is advised. Circumstances can dictate that no trained operator is present at the site of an emergency and under these circumstances no inhibitions should be placed on any person willing to use an AED.

9.6 - Clinical Waste
Clinical waste is kept separate from other waste and is collected by a registered waste contractor.

10 – General maintenance contracts
All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.
• **Electrical installation**
  The fixed electrical installation is tested by maintenance contractors every 5 years as required by the Electricity at Work Legislation. Following this check a certificate is issued to confirm the electrical installation is safe. (Latest full check carried out by Crabtree & Hill and completed in October 2017 and work required following this testing has been carried out in a staged process in line with priorities).

  All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

• **Portable electrical equipment**
  Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition, the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. From 2016, only items in the following areas will be tested: Design & Technology workshops, Site Team workshop, Kitchen areas, Electrical oven in Food Technology area, and the Kiln in the Art Department.

  To help prevent accidents, the school does not accept gifts of second-hand electrical appliances. Members of staff should not bring their own appliances into school unless the equipment has been tested by a competent person and has the authorisation of the Site Operations Manager.

• **Fire extinguishers**
  Fire extinguishers are subject to an annual check by contractor.

• **Lifts**
  All passenger lifts are inspected by a competent engineer on a six monthly basis

• **Stairwalker/wheelchair/stretcher**
  Items used to carry or support students and adults are inspected on a regular basis and must be checked for potential damage before use.

11 – **Infectious diseases**
The school follows the national guidance produced by Public Health England, which is summarised in the Exclusion Table under the guidance documentation “Health Protection in schools and other childcare settings”. This is displayed in the First Aid Room and a copy is attached at Appendix A. Supplemental information can be obtained from the School Nursing support service.

In the event of the indication of the spread of an infectious disease within the school, or a national pandemic (such as the covid-19 virus in 2020), the school will:

• follow the Public Health England and DFE guidelines (including any requirement for temporary school closure)

• prepare appropriate risk assessments and take the necessary control measures (e.g. social distancing, regular washing/sanitising of hands, use of PPE etc.)
• ensure appropriate cleaning and disinfecting regimes

12 – Medical needs
The school will try to accommodate pupils with medical needs wherever practicable in line with the School Policy on Medication of Pupils in School and the Policy on Supporting Students with Medical Conditions. These policies can be found on the school’s R drive.

13 – Risk assessments
The school risk assessment process is ongoing and is site specific. Some general risk assessments will be applicable across the site (e.g. manual handling, lone working, basic processes of an office environment), but some will be specific to individual departments (e.g. science, DT, art, site). Senior managers in each department will be aware of their Health & Safety responsibility as the “competent person” (i.e. person able to determine the risks and put in place appropriate controls) and will ensure that any relevant Risk Assessments are in place to manage the risks (e.g. science experiments, use of the kiln etc.). This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, students and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

13.1 – Computer workstation assessments
Any member of staff who is a ‘user’ as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a ‘user audit’ for the workstation(s) where they work. A ‘user’ being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test or fixed contribution towards a personally organised eye test (claim forms available from Finance Office).

Guidance on appropriate workstation arrangements and seating position is provided during staff induction procedures.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. If staff have any questions on DSE they should initially speak to their line manager or Head of Area/Department/ Faculty who will refer the matter on to the H&S Coordinator if unable to resolve it.

13.2 – Fire
A fire risk assessment is undertaken on a regular basis in line with the requirements of the Regulatory Reform (Fire Safety) Order. This identifies the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire procedures based on the outcomes are produced and these are as displayed, whilst fire drills are carried out three times a year, once in each term, and recorded in the Fire Drill Manual.
NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used. Care must be taken in the use of different types of fire extinguishers and staff will be made aware of this at induction. (See previous note under Section 5.1)

13.3 – Hazardous substances
The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include fumes and dusts, e.g. pottery, wood etc. and biological hazards. The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant Areas/Departments/Faculties (eg science, DT, art, site, kitchens).

All hazardous products must be used and stored in accordance with product/manufacturer’s specifications and COSHH risk assessments, and all must be clearly labelled.

If staff have any questions on hazardous substances these should be raised with line managers or the Head of the Area/Department/Faculty in the first instance, and if the issue is not resolved should contact the H&S Co-ordinator.

13.4 – Manual handling
Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation “Can I move the objects where I need to safely and without risks to health?” Where staff feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance (please contact the site staff). Within school the following written assessments are in place.

Staff and pupils are expected to use the following basic manual handling procedure (see Risk Assessment for manual handling on R drive/25 Health & Safety):

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

- Take the more direct route that is clear from obstruction and is as flat as possible

- Ensure the area where you plan to offload the load is clear
• When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

13.4.1 – Regular operations – equipment/materials
A Risk Assessment and Safe System of Work for regular manual handling operations carried out by staff are provided on the Admin R drive under S.25 Health & Safety. All staff must make themselves aware of these documents and follow the procedures indicated. Within each Department/Faculty additional risk assessments and safe systems of work may be in place where there are specific additions or changes from the generic. Staff who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

13.4.2 – Manual handling – students
All students who may need to be lifted or supported are assessed using the manual handling assessment forms. The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training.

13.5 – Noise
The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise assessment in school has identified areas with a high level of machinery as potentially exceeding the noise levels as well as Music (e.g. DT). The Senior Managers for those Areas/Departments/Faculties must undertake noise assessments and introduce noise reduction measures as appropriate. If staff have any questions on noise levels, they should initially speak to their line manager or Head of Area/Department/ Faculty who will refer the matter on to the H&S Coordinator if unable to resolve it.

13.6 – Security
Security issues in relation to the school site are regularly reviewed and matters addressed as appropriate, within the constraints of the physical environment. If staff have any questions on Security they should initially speak to their line manager or Head of Area/Department/ Faculty who will refer the matter on to the H&S Coordinator if unable to resolve it.

13.7 – Water assessment
An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire’s disease, including regular water testing by external contractors.

13.8 – Workplace
The school undertakes regular inspections to proactively identify defects within the workplace. However, it is often the case that members of staff are alerted to a defect (perhaps because they are working in that area or with a particular piece of equipment) and it is the responsibility of each individual to ensure that the H&S Co-ordinator is informed of any matter of concern. Unless the matter is particularly urgent, the problem should be recorded through the electronic Site Help Desk system.
13.9 – Work at height
Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a work at height assessment. However, it should be noted that assistance should be requested from the Site team for anything but the most straightforward and low level operation. Within school the following written assessments are in place.

13.9.1 – Regular operations
A Risk Assessment and Safe Systems of Work have been provided for any regular activity which can be deemed to be working at height and all staff must make themselves aware of this and follow the procedures indicated. Within each Area/Department/Faculty a supplemental list has been produced in a similar format where there are specific additions or changes from the generic.

13.9.2 – Specialist operations
These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders. These operations are normally carried out by contractors and their method statements and schemes of work will be reviewed by the Site Operations Manager prior to work commencing on site.

13.10 – Laboratory and technical area safety rules
Chemicals and equipment in some of the laboratory and technical areas of the school could prove particularly hazardous and, in order to maintain a safe environment, departments that use these areas have their own specific risk assessments in place.

13.11 – Snow and ice
In icy conditions, and especially when snow has fallen, the Site Team will endeavour to clear and maintain a safe environment so far as reasonably practical. Footpaths and routes around the School will be maintained in as safe a condition as possible. In these conditions the Site Team will commence work as early as possible so they can begin to clear the worst areas. However, it must be remembered that the School is a very large area and not all accessed areas can be cleared before the majority of staff and students arrive. Also there is a possibility that the Site Team may encounter difficulties when travelling in to work if there has been a heavy fall of snow the night before. Where there is a delay in gritting areas, staff should take the initiative and avoid walking in these areas. If this is not possible, then they are requested to take additional precautions when moving around the School (inside and outside). Where possible avoid high risk areas i.e. steps, ramps etc., also individuals are reminded to wear the appropriate footwear in snowy and icy conditions. Gritting and snow clearing will take priority over all other tasks unless there is an emergency situation.

13.12 – Violence at Work/Lone Working
The governing body believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.
All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

A risk assessment has been carried out for lone working and separate policies and procedures are in place.

**13.13 – Supervision of Pupils**
- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt with within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of toilet access will be in place at busy times
- Outside class time, appropriate levels of supervision will be maintained in outside and communal spaces

**13.14 – Safety on the Sports Fields**
It is important that the school’s sports fields and playgrounds are safe and fit for purpose.

While it is inevitable that injuries will occur from time to time, it is important to minimise their likelihood.

Before any sport takes place, clearly mark all boundaries, lines etc. and check for any obstacles, obstructions or any kind of debris lying around the playing surface. Fragments of sharp wood, stones, rocks or animal mess should be removed and loose tiles or flooring, holes and wet patches should be removed, cleared up or replaced. Similarly, wet and slippery floors in the changing areas should be cleared up.

**13.15 – New and Expectant Mothers**
Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
• Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

14 – Safeguarding
The school has a separate policy dealing with Child Protection and the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is available on the school’s R drive, and also the DfE 2018 guidance on “Keeping Children Safe in Education”. All staff must undertake the online safeguarding training (for new members of staff this will be organised through the induction process).

15 – School trips
Specific procedures are in place for Trips and Visits which are available on the admin R drive/27. No out of school activity should be organised until it has been approved by a member of the Senior Leadership Team through the Evolve system.

When taking pupils off the school premises, it must be ensured that:

• Risk assessments are completed where off-site visits and activities require them

• All off-site visits are appropriately staffed

• Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents’ contact details

16 -Transport
One of the following options will be used for the transport of students/equipment for school purposes:

1) Staff may transport students/equipment in their own cars or drive to other venues during the working day. Staff who use their own cars must confirm that their insurance policy covers them for this purpose as such cover is not provided by the School.

   NB Staff driving their own vehicles for work need to hold Business Class insurance for the vehicle they use. Any staff transporting students in their own vehicles must consider any safeguarding issues; approval must first be obtained from a senior member of staff and it is recommended that another member of staff is also present unless it is an emergency.

2) Staff may transport students/equipment in the school minibus or a minibus hired in for the purpose.

   NB: Only Staff who hold the appropriate driving licence, a Council approved MIDAS Certificate (or equivalent) and have been approved by school insurers are allowed to drive the minibus.

3) Transport and driver are hired in from a reputable source. This is the usual practice for school trips. Students will also be accompanied by the relevant number of staff.
4) The parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

17 – Car parking arrangements
Careful parking of cars within the school grounds and outside the school is essential in order to safeguard staff, students and members of the public from accidents. It is also essential to permit the easy access of emergency vehicles and delivery vehicles at all times, both within the school day and during extended school activities.

17.1 Staff
Staff must park within the designated parking bays allocated for staff. The governing body accepts no liability for any damage to vehicles on the school site. Insurance claims for any theft or damage must be made on the employee’s own insurance policy.

17.2 Visitors and Parents
Visitors, including parents, are expected to park in spaces designated for visitors, or in the general parking bays if there is availability on site. On occasions when large numbers of vehicles are expected at the school, extra parking will be organised off site. The governing body accepts no liability for any damage to vehicles while on the school site. Insurance claims for any theft or damage must be made on the parent’s/visitor’s own insurance policy.

17.3 Students
Students are not encouraged to come to school by car. Parking is very restricted on site and students are not allowed to park on site.

17.4 General
There must be no parking in the bus turnaround area. This area must be left clear at all times. The bus turnaround operates a one-way system and this should be followed at all times to prevent accidents when leaving the site.

The school has no authority over parking outside the school site, but expects everyone to avoid parking on any pavement or part of the roadway that has parking restrictions, and to be considerate of the needs of neighbours and other traffic at all times.

A speed limit of five miles per hour within the school grounds is essential and 20 mph or lower is recommended outside the school gates.

17.5 Bicycles
Students and staff who bring bicycles to school must keep them locked at all times and in the designated cycle bays. Bicycles must be insured against theft or damage personally, as the governing body accepts no liability for theft or damage to bicycles whilst on the school site.

18 - No Smoking Site
It is the school’s policy that the entire site (both inside the buildings and outside) is a non-smoking site. This is partly due to legal requirements with regard to the internal environment, but with regard to the external environment, this is for the health
benefits of all on site together with sending an appropriate message to students and the image it presents of the school. This ban also applies to “vaping”, i.e. the use of e-cigarettes.

19 - Wellbeing
The wellbeing of staff is seen as an integral part of the school’s H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work-life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or line manager but in cases of greater difficulty also have access to support from Employee Health services. Sickness absence or health concerns will be dealt with under the school’s absence policy.

20 – Stress Management and Avoidance
The governing body is committed to making every effort to protect the health, safety and welfare of all staff. The importance of avoiding, identifying and managing work-related stress is seen as crucial to this commitment and support is available to staff whose health and well-being are affected.

In order to prevent work-related stress, the governing body through the Headteacher ensures that:

- There is appropriate consultation with accredited union representatives on issues affecting the working environment of staff.

- The procedures for communication throughout the school are open and informative.

- Strategies are in place to inform staff about stress and its causes.

- Opportunities are provided for staff to undertake training on stress avoidance, identification and management.

- Necessary job training needs are identified and agreed with the staff concerned, reviewing these annually and upon appointment or changing role.

Specific support can be provided in individual cases, including development of a stress management action plan.

21 – Lettings
This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school’s health and safety policy, and will have responsibility for complying with it.
**Reviewing/Monitoring**
The Health & Safety Policy will be reviewed annually and monitored through the Governing Body.

*Originators: JES/RP*
*Partner Governor: CB*
*Ratified by Governing Body: July 2020*
*Date of Review: July 2020*
*Next review: July 2021*
## Appendix A  Recommended absence periods for preventing the spread of infection

### Health Protection for schools, nurseries and other childcare facilities

<table>
<thead>
<tr>
<th>Infection</th>
<th>Exclusion period</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athlete’s foot</td>
<td>None</td>
<td>Athlete’s foot is not a serious condition. Treatment is recommended.</td>
</tr>
<tr>
<td>Chicken pox</td>
<td>Five days from onset of rash and all the lesions have crusted over</td>
<td></td>
</tr>
<tr>
<td>Cold sores (herpes simplex)</td>
<td>None</td>
<td>Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>None</td>
<td>If an outbreak/cluster occurs, consult your local HPT.</td>
</tr>
<tr>
<td>Diarrhoea and vomiting</td>
<td>Whilst symptomatic and 48 hours after the last symptoms.</td>
<td>See section in chapter 9</td>
</tr>
<tr>
<td>Diphtheria *</td>
<td>Exclusion is essential. Always consult with your local HPT</td>
<td>Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT</td>
</tr>
<tr>
<td>Flu (influenza)</td>
<td>Until recovered</td>
<td>Report outbreaks to your local HPT.</td>
</tr>
<tr>
<td>Glandular fever</td>
<td>None</td>
<td>Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances</td>
</tr>
<tr>
<td>Hand foot and mouth</td>
<td>None</td>
<td>Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances</td>
</tr>
<tr>
<td>Hepatitis A*</td>
<td>Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)</td>
<td>In an outbreak of hepatitis A, your local HPT will advise on control measures</td>
</tr>
<tr>
<td>Hepatitis B*, C*, HIV</td>
<td>None</td>
<td>Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Until lesions are crusted/healed or 48 hours after starting antibiotic treatment</td>
<td>Antibiotic treatment speeds healing and reduces the infectious period.</td>
</tr>
<tr>
<td>Measles *</td>
<td>Four days from onset of rash and recovered</td>
<td>Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or</td>
</tr>
<tr>
<td>Meningococcal meningitis/* septicemia*</td>
<td>Until recovered</td>
<td>Meningitis ACWY and B are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a>). Your local HPT will advise on any action needed</td>
</tr>
<tr>
<td>Meningitis* due to other bacteria</td>
<td>Until recovered</td>
<td>Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a>). Your local HPT will advise on any action needed</td>
</tr>
<tr>
<td>Meningitis viral*</td>
<td>None</td>
<td>Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.</td>
</tr>
<tr>
<td>MRSA</td>
<td>None</td>
<td>Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information</td>
</tr>
<tr>
<td>Mumps*</td>
<td>Five days after onset of swelling</td>
<td>Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a>). Promote MMR for all pupils and staff.</td>
</tr>
<tr>
<td>Infection</td>
<td>Exclusion period</td>
<td>Comments</td>
</tr>
<tr>
<td>------------------------------------------</td>
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</tr>
<tr>
<td>Ringworm</td>
<td>Not usually required.</td>
<td>Treatment is needed.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Five days from onset of rash</td>
<td>Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a>). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.</td>
</tr>
<tr>
<td>Scarlet fever</td>
<td>Exclude until 24hrs of appropriate antibiotic treatment completed</td>
<td>A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local health.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Can return after first treatment</td>
<td>Household and close contacts require treatment at the same time.</td>
</tr>
<tr>
<td>Slapped cheek /Fifth disease/Parvo virus B19</td>
<td>None (once rash has developed)</td>
<td>Pregnant contacts of case should consult with their GP or midwife.</td>
</tr>
<tr>
<td>Threadworms</td>
<td>None</td>
<td>Treatment recommended for child &amp; household.</td>
</tr>
<tr>
<td>Tonsillitis</td>
<td>None</td>
<td>There are many causes, but most cases are due to viruses and do not need an antibiotic treatment.</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>Always consult your local HPT BEFORE disseminating information to staff/parents/carers</td>
<td>Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread.</td>
</tr>
<tr>
<td>Warts and verrucae</td>
<td>None</td>
<td>Verrucae should be covered in swimming pools, gyms and changing rooms.</td>
</tr>
<tr>
<td>Whooping cough (pertussis)*</td>
<td>Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics</td>
<td>Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing.</td>
</tr>
</tbody>
</table>