

# Anston Greenlands Primary School



## **HEALTH & SAFETY POLICY**

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# Health, Safety and Welfare Policy

## Statement of Intent

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

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Supporting employees and pupils whose mental health is a cause for concern.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## 1. Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

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

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

## 2. Roles and responsibilities

2.1 The Board of Trustees in conjunction with the Head Teacher, will:

- Ensure they provide a safe place for all users of the site including staff, pupils and visitors.

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

## 2.2 The Local Governing Board will:

- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy annually and ensure any necessary changes are made.
- Identify risk relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction on use.

## 2.3 The Head Teacher will:

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

- Ensure that the mental health of pupils and staff is always considered within the school's ethos and values.
- Ensure that workload expectations are made explicit and are well managed;
- Support staff in gaining an appropriate work-life balance – for example, by ensuring that there is no expectation that any staff member will read or respond to emails in evenings, overnight or at weekends.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the Site Supervisor with support from the LA Buildings Manager.

#### 2.4 The competent Health and Safety person will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the Head Teacher, LA Buildings Manager and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

#### 2.5 All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Local Governing Board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated Health and Safety person/Site Supervisor.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

#### 2.6 Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene.

- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

### 3. Training and First Aid

- 3.1 The school will ensure that staff are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- 3.2 Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.
- 3.3 The health and safety officer will ensure staff know how to meet their duties outlined in this policy. Where relevant to their role, staff will receive specific training in:
- Using industrial machinery.
  - Managing asbestos.
  - Having responsibility for the storage and accountability for potentially hazardous materials.

#### First aid

- 3.4 The school will act in accordance with the First Aid Policy at all times. The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.
- 3.5 The headteacher will ensure that there is an appropriate number of first-aid trained staff members working within in classroom.
- 3.6 The following staff members are trained first-aiders:

<b>School First Aiders:</b>
The vast majority of staff in school have completed the Emergency First Aid Training certificate in September 2018.
<b>Paediatric First Aiders:</b>
Tracey Briggs Joanne Croot Doreen Hollins Dawn Hopkinson Felicity Marriott Kenny Parry Diane Renwick Gemma Smith Sam Tweed

- 3.7 First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
Store Room beside School Office	Joanne Croot
Community Room	Diane Renwick
Breakfast Club	Gemma Smith
Wrens Classroom	Felicity Marriott

## 4. Contacting the emergency services

- 4.1 The Head Teacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.
- 4.2 Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so.
- 4.3 Where an ambulance is called for a pupil, office staff will contact the pupil's parents. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – refer to the Business Continuity and Disaster Plan. Staff will be aware of any pupils who have specific evacuation needs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

## 5. Accident reporting and investigation

- 5.1 All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Local Governing Board.
- 5.2 The health and safety officer will be responsible for informing the headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.
- 5.3 More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

### Reporting significant accidents

- 5.4 Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the Local Authority at the earliest opportunity who will then report to HSE. The 'specified injuries' which must be reported include the following:
  - Accidents to employees causing either death or major injury
  - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
  - Fractures, other than to fingers, thumbs and toes
  - Amputation of an arm, hand, finger, thumb, leg, foot or toe
  - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
  - Any crush injury to the head or torso, causing damage to the brain or internal organs

- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

5.5 Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

## Reporting procedures

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

## Reporting hazards

- 5.7 Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the Site Supervisor as soon as possible, who will then inform the Head Teacher as appropriate. Serious hazards will be reported using the appropriate form available in the school office.

## **Accident investigation**

- 5.8 All accidents, however minor, will be investigated by the Head Teacher, Site Supervisor or School Business Manager as appropriate and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident. The Site Supervisor will undertake evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

## **6. Active monitoring system**

- 6.1 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
- Annual audits, including fire risk assessments and health and safety audits.
  - Termly examination of documents to ensure compliance with standards.
  - Termly inspection of premises, plants and equipment.
  - Regular reports and updates to the LA Buildings Manager in a meeting with the Site Supervisor and Head Teacher.
  - External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## **7. Risk assessment**

- 7.1 The Site Supervisor, School Business Manager and Head Teacher have overall responsibility for ensuring potential hazards are identified and risk assessments are completed for necessary areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.
- 7.2 Annual risk assessments will be undertaken for all areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 7.3 Risk assessments will be reviewed if:
- There is any reason to suspect that they are no longer valid.
  - There has been a significant change in related matters.
  - The governing body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 7.4 The school will record any significant findings of any risk assessments, including the following:
- The identified hazards



- How people might be harmed by them
- What the school has implemented to control the risk

7.5 The school will appoint an educational visits coordinator and ensure they received the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## 8. Slips and trips

8.1 In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (in line with the school's Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary.

## 9. Fire safety

9.1 All staff members fully understand and effectively implement the Fire Evacuation Plan, which will be implemented in the event of a fire.

9.2 The Head Teacher and Site Supervisor are responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers. This training was last carried out in July 2019.

9.3 The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held by the Site Supervisor for checking with the LA Buildings Manager. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held by the Site Supervisor for checking with the LA Buildings Manager.

9.4 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

## 10. Bomb threat procedure

- 10.1 All staff members fully understand and effectively implement the school's Business Continuity and Disaster Plan.
- 10.2 In the event of an emergency, the procedures outlined in the Business Continuity and Disaster Plan will be followed.
- 10.3 Office staff are aware of the instructions for handling bomb threats and have easy access to instructions of the procedure below.
- 10.4 Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
  - Where is it?
  - In which building is it and on what floor?
  - What time will the bomb go off?
  - What does the bomb look like and what colour is it?
  - What type of bomb is it and what type of explosive?
  - Who are you?
  - Why are you doing this?
  - Do you have a code word?
- 10.5 The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.
- 10.6 Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 10.7 Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.
- 10.8 Where possible, recording devices will be used whilst receiving a bomb threat.
- 10.9 The staff member receiving the call will contact the Head Teacher or appropriate member of the Senior Leadership Team immediately, who will then alert the police and the LA.

## **11. Evacuation under bomb threat**

- 11.1 The school will follow the procedure outlined in the Business Continuity and Disaster Plan where required.
- 11.2 In the event of a fire, the Fire Evacuation Plan will be implemented.
- 11.3 If an evacuation is deemed necessary, the following procedure will take place:
  - Staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
    - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
    - Take all essential personal items with them, to avoid unnecessary searching.

- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

## **12. Protocol for internal lockdown**

12.1 If an internal lockdown is declared.

- The Site Supervisor or School Business Manager will be advised to implement the lockdown via word-of-mouth / phone.
- The school staff will be advised verbally that it is in 'lockdown'.
- All staff will remain in classrooms and keep pupils calm and away from windows. Where possible they will not alert the pupils to the risk to prevent panic.
- Where it is safe to do so, classroom windows will be closed, and blinds drawn to limit visibility into the school.

The lockdown will proceed in the following priority:

- The external gates of the school will be closed and locked if safe to do so, they may already be locked. This will ensure no one can enter or leave the premises.

The following doors will then be locked:

- Main building entrances.
- Other exits (eg: classrooms) if there is reason to believe there is a threat on the school grounds.

## **13. Visitors and contractors**

13.1 All visitors and contractors will sign in to reception, observing pandemic protocol where required.

13.2 Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

13.3 No contractor will carry out work on the school site without the express permission of the Head Teacher or School Business Manager, other than in an emergency or to make the site safe following theft or vandalism.

13.4 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school. The Site Supervisor will ensure any relevant paperwork is completed and signed.

13.5 Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

13.6 Visitors and contractors will wear a visitor's sticker at all times while on school grounds.

13.7 Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing on the visitors' system.

- 13.8 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 13.9 Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

## 14. Construction and maintenance

- 14.1 When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work including:
- The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure.
  - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
  - The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
  - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
  - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.
- 14.2 The Head Teacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Head Teacher or Site Supervisor will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Head Teacher/Site Supervisor will also ensure that:
- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
    - What the school wants built or maintained
    - The site and existing structures
    - Information about hazards, such as asbestos
    - Timescales and budget for the build
    - How the school expects the project to be managed
    - CDM appointments of principal contractor/principal designer
    - Welfare arrangements
    - Details of the nearest A&E department
  - The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.

- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Head Teacher, kept up-to-date by the Site Supervisor, and is made available to anyone who needs to alter or maintain the building.

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

## 15. Personal protective equipment (PPE)

- 15.1 PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. Visitors will also be supplied with PPE when appropriate.
- 15.2 Staff and pupils will use the PPE provided and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from. Pupils will report any loss or defects to the class teacher, who will report it to the Site Supervisor for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.
- 15.3 PPE includes protective clothing, safety footwear, face masks and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer, e.g. school uniform, does not constitute PPE.
- 15.4 The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:
- Protective clothing that staff require to fulfil their roles
  - A uniform that employees only wear to work.

## 16. Work related hazards

### Manual Handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner. In order to manage these risks, we have adopted policies and procedures.

### **Lone working**

Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy.

### **Stress management**

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

### **Display screen equipment**

Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

## **17. Maintaining equipment**

- 17.1 Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:
- All electrical appliances
  - All fixed gymnasium equipment
  - Any workshop equipment, e.g. lathes and kilns
  - All fume cupboards
- 17.2 It is the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician should be consulted as necessary.

## **18. Hazardous materials**

- 18.1 The school will act in accordance with the school's COSHH Policy at all times.
- 18.2 The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Head Teacher.
- 18.3 The Site Supervisor is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

- 18.4 The Site Supervisor will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the Site Supervisor on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- 18.5 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered. All COSHH and ionising radiations regulations will be adhered to.
- 18.6 Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 18.7 No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons. The Site Supervisor will ensure staff are appropriately trained to use any hazardous materials.
- 18.8 Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 18.9 The Site Supervisor will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.

## **18. Asbestos management**

- 18.1 In accordance with HSE guidance, an asbestos management survey was undertaken in June 2017 by Rotherham LA, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken following any changes of use to a location or prior to any significant building work.
- 18.2 Further details concerning the management of asbestos can be found in the Asbestos Plan.

## **19. Cleaning**

- 19.1 Contracted cleaners will be monitored by the Site Supervisor, School Business Manager and Head Teacher. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.
- 19.2 Waste collection services will be monitored by the Site Supervisor. Special consideration will be given to the disposal of any clinical waste.
- 19.3 The Site Supervisor, School Business Manager and Head Teacher are responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

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

## 20. Infection control

20.1 The school actively prevents the spread of infection through the following measures:

- Promoting and facilitating routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

20.2 The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Ensuring that adequate supplies of antibacterial gel are available
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Providing a secure sharps bin if needed, out of reach of pupils, for the disposal of sharps

20.3 The school keeps up-to-date with national and local immunisation scheduling and advice. The school encourages parents to have their children immunised – for example Flu immunisation.

20.4 The school will ensure that arrangements are in place to minimise any pupil-health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor

20.5 Hand sanitiser is available around the school.

## 21. Allergens and anaphylaxis

21.1 Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic



reaction, such as any medication required. Staff are also required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

- 21.2 Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.
- 21.3 The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.
- 21.4 Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

## **22. Medication**

- 22.1 The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times.
- 22.2 The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Administering Medication policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

## **23. Smoking**

- 23.1 The school is a non-smoking premises and no smoking will be permitted on the grounds. The school's Smoke-Free Policy will be read, understood and adhered to by all staff. All staff, visitors and contractors will be made aware of the policy.

## **24. Security and theft**

- 24.1 CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.
- 24.2 Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

- 24.3 Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 24.4 All members of staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.
- 24.5 The school will install access control and security measures to ensure the safety of the school, e.g. shutters on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

## **25. Severe weather**

- 25.1 The Head Teacher, in liaison with the Senior Leadership Team and local Head Teachers, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the Local Governing Board will be promptly informed.

## **26. School trips and visits**

- 26.1 Health and safety policy and procedures concerning school trips and visits, are in relation to the Evolve.

## **27. Monitoring and review**

- 27.1 The effectiveness of this policy will be monitored on an ongoing basis by the Site Supervisor, School Business Manager and Head Teacher and where needed, referred to the Local Governing Board. Any necessary amendments may be made immediately.