

Health & Safety Policy



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1.PURPOSE

The aim of the policy is to:

- Demonstrate commitment to minimising risk.
- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Provide appropriate training to meet the needs of responsible individuals.
- Make available appropriate resources to implement policy.
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2.GUIDELINES and RESPONSIBILITIES

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The Governing Body will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Joint Site Committee reporting back through the Chair of the Sub-Committee to the Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
 - Provide plant, equipment and systems of work, which are safe, and without risk to health.
 - Make arrangements for handling, storage and transportation of articles and substances.
 - Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their roles safely and efficiently.

- Promote the development and maintenance of sound safety, health and welfare practices.
- Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and exit from the premises.
- Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults including visitors.
- Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
- Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

The Head Teacher will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues
- Report accidents and incidents of violence to XXXXX on a XXXXX basis.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to XXXXX
- Ensure relevant staff have access to appropriate training.
- Report to the Caretaker or School Business Manager any defects and hazards that are brought to her notice via Smartlog or in person if it is an emergency.
- Display the Health and Safety Law poster and ensure that it is current.

All **staff** will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations, or near misses, which may, or might, present a serious or imminent danger to the Caretaker, School Business Manager or Head Teacher.

- Report any defects and hazards to the Caretaker through Smartlog.
- Report any concerns of abuse to pupils to one of the Designated Senior Leads.
- Report to the head teacher in the event of a significant accident or incident of violence.

The **Caretaker** will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety survey with the School Business Manager
- Meet with the Head Teacher and School Business Manager when deemed necessary to manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the School Business Manager any defects and hazards that are brought to his notice and contact relevant agencies to rectify the issue.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record checks on the fire bells weekly.
- Inform the school office whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.
- Ensure that during severe weather that paths to and from key areas are cleared and gritted.

The School Business Manager will:

- Report to the Caretaker any defects and hazards that are brought to her notice through Smartlog
- Liaise with the Caretaker when organising health and safety works.
- Reviews the activities and issues logged through Smartlog
- Report to the Head Teacher on any financial implications for health and safety issues.
- Ensure persons booking the school for a letting are provided with a copy of the Health and Safety Policy (via Coppice School)
- Arrange annual online safety training via Smartlog.

Pupils and parents are expected to:

- Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors are expected to:

- Agree health and safety practices with the Caretaker or School Business Manager before starting work.
- They will provide evidence that they have completed an adequate risk assessment as part of their planned work.

3.ARRANGEMENTS

3.1 Accidents and Incident Reporting

3.2 Administration of Medicines

See separate policy 'Supporting Children with Medical Conditions Policy'.

3.3 Asbestos

There is no asbestos in the school building.

3.4 Communication of Information to Users of the Premises

Any persons booking lettings at the school will receive a copy of this Health and Safety Policy from Coppice School.

3.5 Control of Substances Hazardous to Health (COSHH)

The Caretaker completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances. COSHH can take many forms;

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease.

Staff can be provided with protective equipment where necessary.

All hazardous products need to be handled and stored correctly. If in doubt do not use and seek advice from the Caretaker.

3.6 Cooking

Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.

3.7 Educational Visits

See separate policy 'Educational Visits Policy'.

3.8 Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

3.9 Evacuation of the Building

- a) Fire exits are clearly labelled.
- b) Plans showing exit routes and evacuation procedures are displayed by the door of each classroom. (Please refer to Emergency Response Procedures)
- c) Fire bells and fire doors are tested weekly by the Caretaker and logged.
- d) Emergency lighting is tested each month and logged.
- e) A fire drill is undertaken once a term.
- f) Fire appliances are checked annually.
- g) All staff complete the annual online Fire Awareness training.

3.10 Hot Drinks

Staff should ensure that they only transport hot drinks around school when there are no children in the corridor areas. Hot drinks should only be transported in travel mugs with secure lids when pupils are moving around school. No hot drinks should be taken into the classroom if children are present or onto the playground when supervising children at play or in lessons.

3.11 Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedures;

- 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 possible.

3.12 On Site Vehicle Movements

- a) Car parking is separate to the school grounds that are accessible to children and all visitors should enter via the pedestrian gate.
- b) Contractors come onto the premises when loading/unloading equipment and park outside the main reception. They can only gain access to the playground or building by contacting a member of the staff to open the gate for them.
- c) If the vehicle is present during playtime, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.

3.13 PE Equipment

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

3.14 Playground

The playground is zoned for different activities

3.15 Pregnant Workers and Nursing Mothers

The Head Teacher and School Business Manager will carry out a risk assessment in accordance with LA guidance. Appropriate action will be taken to ensure that they are not exposed to any significant risks.

3.16 Site Inspections

- The Caretaker inspects the site as part of his daily routine.
- Urgent matters are referred to the Head Teacher or School Business Manager and actioned ASAP.
- Staff log minor repairs that are needed through Smartlog which is monitored daily by the Caretaker and acted upon as necessary.
- The EVC and Head Teacher review off site Risk Assessments after every trip and on site Risk Assessments an annual basis or as and when necessary.
- All significant matters are reported to XXXXX

3.17 Swimming

3.18 Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition;

- The Caretaker retains ladders used for working at height
- The Caretaker will carry out visual inspections of step ladders and ladders and replace when necessary.
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders. Chairs and tables should not be used for this purpose.
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons.

3.19 Safe Stacking and Storage

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

3.20 Electrical equipment

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

Any potential hazards will be reported to the Caretaker or School Business Manager

Only trained staff can check plugs

There is an ongoing and annual PAT testing programme that takes place on an annual rolling basis

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a qualified person

3.21 Display Screen Equipment (DSE)

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous / near continuous spells of an hour or more at a time

Where an individual staff member has an individual need for specialist seating, keyboard, mouse, screen to access their duties this can be arranged as and when required.

3.22 Working During the Evening and Lone Working

Staff sometimes stay late at school. During these times the Caretaker is onsite. The latest staff should vacate the premises is **XXXXX** unless there is a scheduled meeting.

Lone working may include;

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

3.23 Smoking

Smoking is not permitted anywhere on the school grounds

3.24 Infection prevention and control

We follow national guidance published by Public Health England when responding to infection, control issues. We will encourage staff and pupils to follow this good hygiene practice, outline below, where applicable.

3.24.1 Handwashing

Wash hands with liquid soap and warm water (for at least 20 seconds), and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

3.24.2 Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

3.24.3 Personal Protective Equipment

Wear disposable non-powdered vinyl or latex-free gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood / body fluids (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing the face

Use the correct personal protective equipment when handling cleaning chemicals

3.24.4 Cleaning of the environment

Clean the environment frequently and thoroughly

Clean the environment, including toys and equipment frequently and thoroughly

3.24.5 Laundry

Wash laundry in a dedicated facility

Wear personal protective clothing when handling soiled items

Bag children's soiled clothing to be sent home.

3.24.6 Clinical waste

Used nappies/pads, gloves, aprons and soiled dressings should be put into correct bags and sealed before being disposed of in the correct bin

3.25 Occupational Health

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.