



## Health & Safety Policy

Date Policy Drafted: May 2018

Member of staff Reviewing Policy: Principal, Site Manager and Business Manager

Approved by Governing Body: January 2021

Next Review Date: November 2022

This policy document includes our Statement of Intent, our organisational structure relating to Health & Safety roles and responsibilities and the methodology by which we will achieve a safe working environment for staff, students, visitors and other users of our site.

## **Introduction & Notes for Authors -**

Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy. This template document is designed to set out in general terms your individual schools' site-specific policy so that roles and responsibilities are clearly communicated and understood. Your policy will outline your intentions to work safely in the pursuance of your schools aims and objectives.

**Note to authors:** *Your school is unique. This template will help support you to produce a policy that is tailored to the way your school operates, the list of health and safety issues shown in this document is not exhaustive, you will need to add any others that are relevant to your work and your premises. This policy should also cross-refer to any other relevant supporting documentation that may be available in your school. Everyone working in your school, from the Principal to new members of staff has their own role and responsibilities, they should fully understand what these are. Involve people that work with you so that everyone understands their responsibilities and can act on them. It is a legal requirement to communicate your safety policy to all employees.*

*There is a legal obligation placed upon the employer to consult with appointed representatives on health and safety issues. If there is no formally appointed representative and or committee in your school you still must have procedures in place to consult with staff on health and safety matters. This can be done either by consulting with employees as individuals or through a representative who has been elected by all staff on site. Any elected health and safety representative is entitled to reasonable time off, with pay, to enable them to carry out their role.*

*Many schools will already have adequate procedures in place for consulting with staff; these may include a formal health and safety committee, putting health and safety as an agenda item at formal staff meetings, team meetings, discussions during performance management, appraisals and one to one's etc. Where arrangements are already in place, these should be reviewed to ensure that they remain fit for purpose. Where no formal arrangements exist, you should ensure that appropriate means for consulting with staff are put into place as part of your policy.*

This is the Health and Safety Policy of:

Lighthouse School

Address: Arthington House, Hospital Lane, Cookridge, Leeds, LS16 6QB

## **Policy Statement (of Intent)**

The Principal, Governors and staff at our school are committed to providing a safe and healthy environment for all users of the school.

As a school, our educational priorities aim to: -

- encourage all students to achieve their full academic and social potential;
- provide students with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel safe, valued and are actively encouraged to value, respect and help others;
- create an atmosphere and environment in which students enjoy and take pride in their achievements.

Quite clearly these educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within our school. Health and safety at this school is an area where governors, the Principal, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in our school can be achieved.

## Our Health & Safety Aims:

- To ensure that the school is considered as a safe and healthy place in which to work.
- To provide plant, equipment and systems of work that are safe and minimise the risk to health as far as reasonably practical
- To raise awareness among all users of the school as to their responsibility for managing the health & safety of themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all relevant information from relevant bodies and organisations to the correct user[s].
- To regularly monitor and review safety procedures throughout the school.
- To create, maintain and update a central repository of relevant health and safety information.

**This safety policy will be regularly reviewed and updated**

Signed
Principal
Date
Date for Next Review

## Key Responsibilities

1 Overall responsibility for the management of health and safety in the school is that of the duty holder who is:

The Principal
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2 Responsibility for the day to day health & safety in the following areas is that of:

<b>Area of Work</b> Premises
Responsible: Site Maintenance Manager

<b>Area of Work</b> Science
Responsible: Science Teacher

<b>Area of Work</b> PE
Responsible: PE Teacher

<b>Area of Work</b> Behaviour Management, Educational Visits
Responsible: Deputy Principal - Safeguarding

<b>Area of Work</b> Food Technology
Responsible: Food Technology Teacher

<b>Area of Work</b> Medical Needs
Responsible: SENCo

## General Responsibilities

### The Governors Will:

- Appoint a representative to the committee
- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of another party (e.g. the neighbours), the governors, through the Principal, will ensure the problem is highlighted and assess the hazard in order to render the problem area safe.
- Deal with any health and safety problems brought to them by the Principal, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the School Health and Safety Policy is brought to the attention of all staff and is implemented in school.
- Help prepare and implement a “site-specific” health and safety policy
- Confirm compliance with statutory policies and procedures
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way:

- Health & Safety Committee with representatives from different departments meet termly
- Annual training for all staff in working at heights, Manual Handling, via Smartlog
- Sufficient number of First Aid trained staff. First Aid training is kept up to date
- HSE classroom checklists to be completed by different staff in rotation for each room annually
- Team Teach training for appropriate staff
- Use of Evolve for Educational Trips & Visits
- Specific training for visit leaders

## **The Principal Will:**

- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Ensure that adequate communication and consultation takes place between managers and employees to allow everyone to contribute to safe working. This consultation and communication will take place through: (list ways below)
  - Training
  - Health & Safety Committee
  - Staff Briefing
- Carry out and or ensure that other appropriate staff (with delegated authority to) carry out suitable and sufficient assessments of hazards and risks within their areas of responsibility, to staff members, students and visitors/other users of the school. Ensuring the findings are recorded and acted upon in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, instruction and supervision for all members of staff.
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their roles and responsibilities.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way

## **All Staff & Authorised Volunteers Will:**

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the school's policies, procedures and risk assessments and follow any information, instructions or guidance documents made available to them.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, as part of extended provision and or on educational visits.
- Attend health and safety training courses/events as appropriate.
- Undertake suitable and sufficient risk assessments within their areas of responsibility/ for activities to be undertaken as directed by the Principal
- Bring to the attention of the Principal any accidents, near misses, dangerous equipment, defects or situations which may occur whilst in school or on educational visits.
- Report to the Principal any problems that they feel they cannot deal with themselves.
- Have the responsibility to do what they can to take care of themselves, their colleagues, students and visitors. In particular employees should co-operate with their managers.

## **Health & Safety Committee Will:**

- Have suitable representations from staff, trade unions (where appropriate) and school management to ensure it is representative of the school, all members will actively promote a health and safety aware culture across the school
- Have clear terms of reference to work within (see appendix for example terms of reference)
- Ensure that membership is fully representative of staff of the school and members are fully aware of their roles and responsibilities.
- Meet at least once per term to discuss both operational and strategic health & safety issues, minutes will be taken and minutes made available to all school staff and the governing body
- Facilitate appropriate health & safety training, guidance and support

## The Terms of Reference for the School Health & Safety Committee

Our school recognises the importance of consultation and cooperation with staff in the successful implementation of a fully integrated and aware health and safety ethos and culture and sets out below the terms of reference for the school health and safety committee.

*The Health and Safety Committee (HSC) has been established with the purpose of developing and managing Lighthouse School's safety policy and strategy. It is the focal point for health, safety, and fire safety compliance. It aims to support managers and ensure that there is a coordinated approach across Departments.*

The Health and Safety Committee duties include:

- To maintain an overall assessment of the key Lighthouse School health and safety risks from which priorities for action are set and reviewed annually.
- To set objectives, standards and targets to improve health and safety management.
- To approve policy, standards and strategy for the management of health and safety at work within Lighthouse School and compliance with health and safety legislative and other requirements.
- To establish specific safety sub-committees and working groups as appropriate.
- To provide a forum for consultation and discussion between Lighthouse School Management and representatives from the Trades Unions on health and safety matters.
- To receive items of significance from and the Minutes of, such specialist committees or other groups with responsibility for health and safety-related matters as HSC may set up and/or which operate under the aegis of the HSC.
- To consider reports and factual information provided by inspectors of the enforcing authorities appointed under the Health and Safety at Work Act 1974.
- To consider reports submitted.
- To monitor progress against objectives, targets, plans and remedial actions, and determine actions necessary to address areas of non-compliance where there is significant risk.
- To monitor and review the adequacy and implementation of Lighthouse School arrangements, including training and safety and health communication and publicity within Lighthouse School.
- To review safety performance indicators, investigations of significant failures, independent inspection and audit reports and associated remedial actions.
- To submit an annual report to Governors, summarizing the Committee's work in terms of safety and occupational health.

## Risk Assessment

Our school acknowledges that risk assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

We will record our risk assessments, in part this will be through using curriculum lesson planning/schemes of work documentation, as well as by using generic risk assessment templates downloaded from the Health & Safety Advice Portal, these will be adapted to our schools' specific requirements. In addition, we will also undertake activity, person or situation specific risk assessments and where appropriate document Safe Systems of Working (SSOW) as and when required. We will ensure that risk assessments are easily accessible to those who require them and that risk assessments are reviewed periodically (depending on the significance of the risks involved), following an accident, on the introduction of any new process/equipment/substance or other significant change in circumstances.

**All Educational visits undertaken by our school will also be subject to a written risk assessment.**

Shown below are the name(s) of the staff assisting with the assessment process, details of when this will take place and the location of risk assessments undertaken.

The following people assist with the risk assessment process for their individual area of work:

Role: Site Maintenance Manager Area(s) of Work: Premises, Contractors, Minibus and Transport Location of RA's: Smartlog, Shared Area
Role: Assistant Principal (SEN, Wellbeing and SaLT) supported by the Wellbeing Manager Area(s) of Work: Behaviour Management, Individual Pupil Risk Assessments, Educational visits, Extra-curricular activities, Admissions, SEN, Wellbeing, Location of RA's: Shared Area, Evolve
Role: Principal Area(s) of Work: staffing, Location of RA's: Shared Area
Role: Science Teacher Area(s) of Work: Science Room, Equipment and chemicals, Gas taps Location of RA's Shared Area
Role: Assistant Principal (Curriculum) Area(s) of Work: Curriculum, Teaching and Learning, Experience and Skills.

<p>Role: PE Teacher</p> <p>Area(s) of Work: Apparatus, activities, School Hall, outdoor learning</p> <p>Location of RA's: Shared Area</p>
<p>Name; Food Technology Teacher</p> <p>Area(s) of Work: Food Technology Room, Cooking, Food preparation and storage, Hygiene</p> <p>Location of RA's: Shared Area</p>
<p>Name: Deputy Principal</p> <p>Area(s) of Work: Visitor without DBS, Safeguarding Practice, Safer Working Practice, Internet Safety</p> <p>Location of RA's: Shared Area</p>
<p>Name School Business Manager</p> <p>Area(s) of Work: Finance, Money, Banking, Business Support and Facilities</p> <p>Location of RA's; Risk assessment required</p>
<p>Name: HR Manager</p> <p>Area(s) of Work: Lone working, Visitors to school</p> <p>Location of RA's: Shared Area</p>
<p>Name: Business Development, Training and Outreach Manager</p> <p>Area(s) of Work: Internal &amp; external training and visitors</p> <p>Location of RA's: Risk assessment required</p>
<p>Name: Functional Lead</p> <p>Area(s) of Work: Studio Flat</p> <p>Location of RA's: Shared Area</p>
<p>Name: Horticulture Teacher</p> <p>Area(s) of Work: Equipment, activities</p> <p>Location of RA's: Shared Area</p>

***It is the Principal's responsibility (as duty holder) to ensure that risk assessments are carried out. However, the Principal may request the assistance of competent staff in carrying out risk assessments across various curriculum and non-curriculum areas of activity within the school.***

## **KEY AREAS OF HEALTH & SAFETY MANAGEMENT**

### **1. Fire**

An outbreak of fire in a school can be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have an up to date fire risk assessment. This will identify all sources of heat with the potential to cause fire along with considerations relating to the use and storage of combustible materials.

Site Maintenance Manager is responsible for ensuring that **a suitable and sufficient Fire Risk Assessment has been carried out**, that the findings have been appropriately communicated and that any significant hazards identified have been addressed, in addition that there is a process in place for reviewing/updating this on a regular basis.

Fire drills in our school are carried out **once per term** and are recorded in the School Fire Precautions Log Book and the staff shared drive.

Site Maintenance Manager is responsible for ensuring that fire drills are carried out, and that the findings are recorded and acted upon.

We will also record the following in our fire precautions log book and on the staff shared drive; fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officers visits.

Site Maintenance Manager is responsible for ensuring that the Fire Precautions Logbook is readily accessible and is kept up to date.

The Fire Precautions Log Book and a copy of our Fire Risk Assessment is kept in Reception and on the staff shared drive.

In addition, we will ensure that when the school requires painting, only paints providing a flame-retardant surface will be used in high risk areas, this will include assembly halls, drama/stage areas, means of escape routes, staircases, and any other areas where there is an added fire risk.

We will monitor on an ongoing basis our use and storage of combustible materials (liquids, solids or gases) to ensure they do not come into contact with sources of heat.

We will ensure that internal fire doors (that are not fitted with automatic volumetric closing devices) are kept closed to stop fire spreading. Fire doors will be regularly checked to ensure both the door and any closing devices operate correctly.

## **2. Permission to Work (Including Hot Working)**

The school operates a Permission to Work (including Hot Working) permit process.

### **Intrusive Work**

Our permission to work process must be followed for any work that is intrusive to the structure of the building.

Site Maintenance Manager is responsible for ensuring that the process is implemented in accordance with our Building Maintenance Manual

### **Non-Intrusive Work**

Site Maintenance Manager is responsible for ensuring that all non-intrusive work is risk assessed and a log kept on the staff shared drive at admin/site manager/lighthouseschoolcompliance.

The Non-Intrusive Workbook is located on the staff shared drive. The Workbook needs to be kept up to date and available for inspection.

### **Hot Working**

Site Maintenance Manager is responsible for ensuring that the hot working process is implemented in accordance with our Premises & Facilities Manual.

### **3. Asbestos**

Not applicable – certificate of removal held.

### **4. Legionella Risk Management**

Our school acknowledges that Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease. Legionnaires' disease does not spread from person to person. The germ which causes Legionnaires' disease is a bacterium called Legionella pneumophila. People catch Legionnaires' disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium. However, most people who are exposed to Legionella do not become ill.

Outbreaks occur from purpose-built water systems where temperatures are warm enough to encourage growth of the bacteria, e.g. in cooling towers, evaporative condensers and whirlpool spas and from water used for domestic purposes in buildings such as hotels and schools.

#### **A Legionella Survey has been carried out at our school.**

The Legionella Survey Report is located on the Shared Area

A Legionella Maintenance Program to prevent the occurrence of legionella bacteria is in place in our school, the Legionella Maintenance Program is located within the Log Book which accompanies the Legionella Survey Report. Additional information on Legionella is also contained within our school property & facilities manual.

Site Maintenance Manager is responsible for ensuring

- that the recommendations of the report are carried out.
- that appropriate members of staff are trained to understand the reports and carry out or arrange for work required in the maintenance program.

Site Maintenance Manager is responsible for ensuring that a competent person reviews the information in the Legionella Survey Report at least every 12 months or when changes occur to any systems affected.

Site Maintenance Manager is responsible ensuring the activities in the maintenance program are up to date and carried out on time.

Site Maintenance Manager is responsible for carrying out or arranging the maintenance program and documenting the activities in the Log Book which accompanies the Legionella Survey Report on the staff shared drive.

## 5. Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them in our school.

All accidents to our staff or students will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

The Principal will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported as appropriate to the HSE, your insurer and where appropriate to the Schools health & Safety Consultant, our health & safety consultant will where appropriate provide advice and or investigate significant accidents on our behalf.

**All staff** have a responsibility to report and record accidents in line with our schools' policies and procedures (which are outlined in Safety Guidance Document SG10 and the Staff Handbook). The Principal will ensure staff are aware of the requirement and the location of accident report records. Our accident book/forms are kept in Reception.

The Site Maintenance Manager will review any accident reports to identify any patterns or trends. In addition, referring relevant reports to the Principal/other senior manager to decide if and how investigations should be undertaken in line with school policy.

The Principal will carry out any accident investigations to see what lessons can be learnt and how similar incidents can be avoided. Risk assessments will also be reviewed in light of any lessons learnt.

**Our school has adopted and follows the guidance provided in SG10 with regard to accidents that occur in our school/on school trips**

## 6. First Aid

Our school recognises that under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of the school.

The following people hold a relevant first aid qualification. This information should be reproduced and displayed in prominent locations around school (e.g. school office, staff room, first aid room, staff handbook etc.)

Name	Usual Location on Site
Sarah Mitchell	Reception
Eve Bannister	Wellbeing
Lee Campey	Reception
Kirsty Heys	SLT Office
Alison Howell	Liveability Hub
Andrew Brown	Room 7
Helena Thorpe	Safeguarding Office
Dan Robbins	Classroom
Rob Warden	Science
Natalie Smith	Wellbeing
Susie Wilkinson	Food Technology
Melissa Bainbridge	Key Stage 5
Louise Jarvis	Key Stage 3
Lynn Haygarth	Room 7
Paul Walker	Key Stage 5
Hena Gillespie	Liveability Hub
Jack Hartley	P.E.
Laurence Jones	Liveability Hub
Ellie Kitching	Key Stage 3

Elaine Gill	Key Stage 4
Deborah Vowels	Key Stage 4
Daniel Sitkin	Keys Stage 5
Caroline Maston	Science
Beckie Griffin	Wellbeing

The Administrative Assistant records on the qualifications Scholarpack and there is a procedure in place for revalidating first aid certificates before they expire.

The Administrative Assistant is responsible for ensuring that the First Aid boxes, located around the premises, are restocked.

Our school has given consideration to the level and type of first aid provision that is required both within school and also on off-site activities, this forms part of our first aid risk assessment. Further guidance is provided in Safety Guidance Document SG3 and SG3A.

*(As a minimum requirement the Dept for Education guidance states there should be 1 first aider for every 100 people on site. As a minimum this will be made up of 2 four day qualified first aiders, with the remainder being 1 day trained.)*

## 7. Electricity

Our school acknowledges that electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair work. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained. Maintenance and repair of electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least **every five years** by a competent electrician.

Portable electrical equipment will be inspected, tested and maintained in accordance with current Health & Safety Executive and the Institute of Electrical Engineers Guidance, further information is available in Risk Advice Note RAN12.

**Where personal electrical equipment brought in by staff is permitted by their senior manager it will be classed as school equipment and should not be used until it has been PAT tested.**

The Site Maintenance Manager is responsible for arranging the testing and maintenance of portable electrical appliances in school (including that brought in from home by staff).

The test certificates and recommendation documentation are kept in the Site Maintenance Manager's Office and on the Staff Shared drive.

The fixed electrical installation testing in our school is due April 2025 and the portable appliance testing (PAT) are undertaken by a qualified contractor. All documentation to confirm these tests have been undertaken is retained.

## 8. Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters, Science and Food Technology etc) to be checked, serviced and maintained by a competent (Gas Safe Register formally CORGI registered) Contractor on an annual basis.

The Site Maintenance Manager is responsible for arranging the testing and maintenance the gas appliances.

Gas servicing certificates and recommendation documentation is kept in the Site Maintenance Manager's Office and on the Staff Shared Drive.

Gas appliance inspection and testing in our school is undertaken by a qualified contractor. All documentation to confirm these tests have been undertaken is retained.

In case of heating failure or breakdown, there may be a need to bring in supplementary heating to ensure an appropriate working temperature is maintained (usually Calor gas heaters). Appropriate risk assessments and safe operation procedures will be implemented in such instances, and further information is available in Safety Guidance Document SG 14.

## 9. Substances

Our school recognises that the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health. The COSHH regulations do not solely apply to cleaning products. Consideration will also be given to cleaning, decoration, maintenance works, janitorial supplies, science, design and technology, art and other relevant curriculum substances.

### **Our school has an inventory on site of all hazardous substances**

The Principal is responsible for ensuring that appropriate staff are informed and suitably trained regarding hazardous substances. In addition, relevant staff will brief students where appropriate.

The Site Maintenance Manager, Cleaning Contractor, Science Teacher, Food Technology Teacher and Art Teacher are responsible for keeping the inventories up to date.

Data sheets are available on site for all hazardous substances that are being used, these are kept in locations where hazardous substances are stored. Additionally, separate risk assessments are carried out for the work processes which involve hazardous substances.

The Site Maintenance Manager is/are responsible for ensuring that data sheets are available to staff on site and that appropriate assessments have been carried out.

The Business Manager is the authorised person to approve purchases of hazardous substances.

<b>Inventory Location</b>	<b>Type of Inventory</b>
Reception and Shared Area	Cleaning & Janitorial
Reception and Shared Area	Science
Reception and Shared Area	Art
Reception and Shared Area	Premises & Maintenance
Reception and Shared Area	Food Technology

**Reference should be made to Safety Guidance Document SG15 COSHH for further guidance and advice.**

## 10. Site Safety and Security

Our school takes the safety and security of staff, students and visitors seriously. **A secure perimeter fence and suitably robust and lockable gates secures our site**

Any issues regarding damage or access to the site should be reported to the Site Maintenance Manager

The Site Maintenance Manager is responsible for ensuring that regular documented inspections of the internal and external areas of the site are carried out. Full details of all internal and external checks undertaken on our site are detailed in our Premises & Facilities Manual.

Our site is also protected by a monitored intruder alarm system and CCTV

All visitors to our site are received in a secure visitor lobby and are required to sign in on our InVentry sign-in system and wear a printed identity badge whilst on site. Visitors are not left unaccompanied.

**A site Premises Manual/Security & Safety Policy/Procedure/Risk Assessment\* is in place for our school, this information is shared with all appropriate staff, volunteers and visitors.**

The Site Maintenance Manager is responsible for the maintenance and running of the CCTV system in school.

The Site Maintenance Manager is responsible for the maintenance and running of the security intruder alarm system.

**\*\*In cases of emergencies outside normal hours the following people can be contacted.**

Name	Telephone Number
Site Maintenance Manager, Lee Campey	On Scholarpack
Site Assistant Michael Austin TBC	On Scholarpack
CCTV Company, Mayfair	01757 244344
Intruder Alarm Company, Mayfair	01757 244344

## **11. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Site Maintenance Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### **PE equipment**

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Maintenance Manager

### **Display screen equipment**

- 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
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

### **Specialist equipment**

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs. Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

## **12. Lone Working**

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, Line Managers will be informed about where the member of staff is and when they are likely to return. Staff who choose to work outside contracted hours are to work on the ground floor and ensure they have left the building by 5.45pm unless specific permission is granted by the Principal.

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

The Site Maintenance Manager will operate the lone worker device at all times when working alone on site. This involves contacting the call centre to advise working hours and time of arrival. They must then wear the device at all times and contact the call centre to confirm when they have locked up and safely left the site.

## **13. 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 Site Maintenance Manager retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- 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

## **14. 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 students are expected to use the following basic manual handling procedure:

- 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

## **15. Off-site visits**

When taking students off the school premises, we will ensure that:

- Risk assessments will be 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 students along with the parents' contact details
- There will always be at least one first aider on school trips and visits

## **16. 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.

## **17. Violence at work**

We 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 the Principal immediately. This applies to violence from students, visitors or other staff.

## **18. Smoking**

Smoking is not permitted anywhere on the school premises.

## **19. Infection prevention and control**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable. Please also refer to our Covid-19 specific risk assessment which is available on our website.

### **Handwashing**

- Wash hands with liquid soap and warm water, 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

### **Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked 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 to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **Cleaning of the environment**

- Clean the environment frequently and thoroughly

### **Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### **Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from students
- Supervise students when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### **Students vulnerable to infection**

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **20. 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

## **21. Occupational stress**

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.

## **22. Training**

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.

All staff must complete the Smartlog training modules assigned to them every 12 months.

## Safety Guidance Documents & Risk Advice Notes

Safety Guidance Documents (SG) and Risk Advice Notes (RAN) form part of our safe operating procedures and used as appropriate to support our school in the practical day to day management of many aspects of school safety. Copies of these documents are available to all staff and are kept on the Staff Shared drive.

The Principal is responsible for ensuring that both operational and strategic Health and Safety documentation is up to date and communicated to staff appropriately.

The Principal **is responsible for ensuring that all key safety procedure documents have been brought to the attention of all members of staff.**

The documents above along with other general health and safety frameworks, toolkits and checklists are available as an additional source of reference when carrying out a task (e.g. working with hazardous substances, planning an educational visit or setting up portable gas heaters in the event of a heating breakdown). These documents are available to download from the Advice Portal and are also retained on the Staff Shared drive.

## Additional Arrangements for Keeping Our School Safe

In addition to the generic and specific departmental responsibilities outlined in this policy, specific roles and responsibilities have also been assigned to the following people with regard to key identified activities/tasks, this is part of our schools' commitment to safety management and promoting a positive safety culture:

*As this policy is site specific you may wish to identify specific roles and responsibilities here.*

Named Person	Area(s) of Responsibility
Site Maintenance Manager	Premises Related issues such as visitor/contractor supervision, deterioration in condition, trip/slip hazards, management of lettings, Outdoor play equipment
SENCO	Administration of Medicines
Employability Manager	Work Experience
Site Maintenance Manager	Transport/Minibus issues
Wellbeing Manager	Swimming/Hydrotherapy Pools
Wellbeing Manager	Educational Visits & Extra Curriculum activities
HR Manager	Volunteers/Student Placements/Work experience placements in school
Science Teacher	Science
PE Coach	PE Activities
Food Technology Coach	Food Technology
Performing Arts Coach	Drama/Special Events
Art Teacher	Art room & equipment
Horticulture Teacher	Horticulture equipment & activities
Functional Lead	Studio Flat
Business Development, Training & Outreach Manager	Internal & external training and visitors

**This list is not exhaustive....**