

Hollygirt

SCHOOL

Health & Safety Policy

Hollygirt School

2021-22

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1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

The Trustees recognise that the way forward in achieving effective management of the school's Health and Safety Policy and the arrangements necessary to fulfil the obligation is through the school's Health and Safety Committee. A Health and Safety advisor is accessible to the school via our Insurance Broker, Hettle Andrews, for consultative purposes.

3.1 Membership

- A nominated Trustee
- Head Teacher
- Deputy Head
- Head of Juniors
- Bursar
- Site and Facilities Manager

3.2 Meetings

Termly.

3.3 Employees' Responsibility

The employees have a legal responsibility to co-operate with the Health and Safety Committee to achieve a healthy and safe school and to take care of themselves and others.

Whenever an employee notices a Health and Safety problem which they are not able to put right, they must tell the Head, Bursar, and Site & Facilities Manager at once.

The Trustees recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters.

The Head is responsible and accountable to the Trustees for implementing the school's Health and Safety Policy and for all matters relating to health, safety and welfare within the school.

The day-to-day duties will be delegated to the members of the team as itemised below.

Trustee

- Oversees policy and practice and reports back to F+GP
- Attends termly Health and Safety Meeting

Head

- Liaises with Trustees on policy issues
- Reviews and updates policy in line with legislation/good practice (in conjunction with Trustees and all staff with specific delegated responsibilities)
- Ensures any issues with implementation of policies are reported to Trustees
- Takes day-to-day responsibility for Health and Safety matters in the school
- Co-ordinates the termly Health and Safety meetings including writing agenda and minutes for circulation.

Bursar

- Liaises with nominated trustee and F+GP committee on meeting/ agenda items for Health and Safety
- Line Manages Site and Facilities Manager
- Negotiates budgets relating to Health and Safety

Site and Facilities Manager

- Co-ordinates day-to-day Health and Safety duties in the school (site and maintenance)
- Undertakes responsibility for contractors or third parties entering the school to undertake maintenance service or works contracts
- Is responsible for Caretakers', cleaners and caterers action on Health and Safety items
- Checks all public areas for hazards and assess risks, at times stipulated by policy and audits before each Health and Safety meeting
- Undertakes scheduled Fire risk assessment and electrical inspections with external contractors
- Is responsible for any externally appointed Health and Safety specialists/advisors
- Is responsible for liaison with Environmental Health and other regulatory bodies

Deputy Head

- Assists with required day-to-day actions on Health and Safety affecting students and staff
- Actions termly fire practice and training for staff
- Ensures teaching and support staff are trained in manual handling and working at heights (in conjunction with site team)
- Is responsible for staff fire training and evacuation procedures including ladder training (evacuation ladders: White House and School Hall) for new students and staff. Produces fire booklet.
- Oversees risk assessments for trips and visits (Senior School)
- Collates subject area and specific activity risk assessments (Senior School)
- Is responsible for staff training in crisis management
- Arranges for staff to be informed on Health and Safety issues via the briefing system and for staff training

Head of Juniors (First Aid Co-ordinator)

- Assists with required day to day actions on Health and Safety affecting students and staff
- Takes responsibility for monitoring First Aid including medication, junior accident books, staff training and updating.
- Oversees risk assessments (along with Deputy of Juniors) for trips and visits (Junior School)
- Collates subject area and specific activity risk assessment (Junior School)

Receptionists

- Produces annual and updated pupil medical information for staff notice boards and PASS based on parental information sheets
- In conjunction with the Head -agrees administration of medicines in the senior school
- Checks First Aid kits and replenishing of stocks including emergency supply of epi-pens and inhalers.

EHCP coordinator

- Organises senior vaccination programme in conjunction with NHS nurses
- Liaises with the Head and medical professionals where a student needs an individual Health Care plan. Head then liaises with the bursar to register the plan with our insurers.

Health and Safety Committee

- Promotes Health and Safety culture throughout the school
- Reviews accident books
- Reviews logs
- Audits site for risk
- Discusses and reviews procedures and policies
- Initiates action for training and risk management, in line with school aims / good practice / legislation
- Works with external consultants and follows guidance from such reports on all aspects of H+S policy and practice
- Ensures all points of compliance are covered in policy and practice

All Staff

- Audit classroom and work areas and provide risk assessments for key risk areas
- Check all equipment is safe before use
- Ensure safe procedures are followed in line with policy / common sense
- Ensure protective clothing and equipment is used as appropriate
- Report defects/urgent requirements to Bursar/site team
- Set a good example to students
- Responsible for reporting accidents

3.2 Head

- The Head, Bursar and Site & Facilities Manager are responsible for health and safety day-to-day. This involves:
- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise students
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the trustees on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- In the Head's absence, the deputy head teacher assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety leads are the Head, Bursar and Site & Facilities Manager.

3.4 Staff

School staff have a duty to take care of students in the same way that a prudent parent/carer would do so.

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
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Students and parents/carers

Students and parents/carers 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.

3.6 Contractors

Contractors will agree health and safety practices with the Head before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

The Site & Facilities Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Head, Bursar and Site and Facilities Manager are key holders and will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term and recorded on the relevant paperwork.

The fire alarm is a loud long siren.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and students will congregate at the assembly points. This is on Elm Avenue.
- Class teachers will take a register of students, which will then be checked against the attendance register of that day – these will be provided at the assembly points by the Receptionists.
- The Receptionists will take a register of all staff and visitors on site
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs (PEEPS) and fire risk assessments will also pay particular attention to those with disabilities.

Due to the difficult nature of the School Buildings, Lockdown procedures are being assessed.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

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

Control of substances hazardous to health (COSHH) sheets are completed by the relevant manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Children only ever have supervised access to items falling under COSHH and use of these is kept to a minimum where possible.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.2 Legionella

Specialist risk assessments have been carried out by William Martin Consultants and the Site & Facilities Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log books

The risks from legionella are mitigated by the following:

- Weekly – flushings
- Periodic - water temperature checks
- Annually – shower head/spray tap inspections
- Annually – closed system checks (boiler room pipes)

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

7. 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.

7.1 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 & facilities 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

7.2 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 manager

7.3 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)

8. 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, 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.

Guidance for lone working is included in the staff handbook.

9. 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 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

10. 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, should there be a need, 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

11. 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 – following the Educational Visits Policy
- 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/carers' contact details
- For trips and visits with students in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate
- For other trips, there will always be at least one first aider (Educare) on schools trips and visits

12. 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.

13. 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 their line manager/headteacher immediately. This applies to violence from students, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

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

15.1 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

15.2 Coughing and sneezing

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

15.3 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

15.4 Cleaning of the environment

- Clean the environment frequently and thoroughly
- Clean the environment, including toys and equipment, frequently and thoroughly

15.5 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

15.6 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

15.7 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

15.8 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

15.9 Students vulnerable to infection

Some medical conditions make students and staff vulnerable to infections that would rarely be serious in most people. The school will normally have been made aware of such vulnerable students/staff. These students / staff 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. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England which can be found at <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

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

16. 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

17. 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.

The school will arrange occupational health / stress referrals where necessary.

18. Accident reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book will be retained by the school for a minimum of child's date of birth +25 years.

18.2 Reporting to the Health and Safety Executive

The Head / Head of Juniors will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

These will be reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

➤ Death

➤ Specified injuries. These are:

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

➤ Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

➤ Where an accident leads to someone being taken to hospital

➤ Where something happens that does not result in an injury, but could have done

➤ Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

18.3 Notifying parents/carers

The Receptionists / form teacher in juniors will inform parents/carers of any accident or injury sustained by a pupil that results in a head injury of significant injury and a form is sent home (see Head Injury & Concussion policy)

Parent/carers are provided with a first aid slip at the end of the day to share information on the incident and first aid treatment administered.

18.4 Reporting child protection agencies

The DSL will notify CSC of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

19. Training

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

20. Monitoring

This policy will be reviewed by the Health & Safety Committee annually.

Approval by the Trustees:

Signed:	Trustee Health & Safety Meeting
Name:	
Position:	
Date:	

