



# Health and Safety Policy

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## Statement of intent

At Acklam Whin 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.
- 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

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 2022
- The Education (School Premises) Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005.

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

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Lockdown and Evacuation Policy
- Visitor Policy & Personal Emergency Evacuation Plan (PEEP)
- Manual Handling Risk Assessment
- Working at Heights Procedure
- Lone Worker Procedure
- Supporting Pupils with Medical Conditions Policy
- Data Protection Policy
- Snow & Ice Plan
- Educational Visits Policy

## 2. Roles and responsibilities

In order to achieve compliance with Acklam Whin Governing bodies' statement of intent, the schools management structure has additional responsibilities assigned to them as detailed below:

### 1.The Governing Body

Acklam Whin Governors have individual and collective responsibility for overseeing the implementation of this policy by the Head Teacher, Heads of department and employees.

In particular with due regard to health and safety requirements they will:

- Adopt and maintain in effect policies which will encourage high standards of safety

performance at all levels; and the development of a culture of safety though out the school operations.

- Allocate at a strategic level sufficient human and financial resources to permit full implementation of this policy.
- Ensure that all health and safety considerations are included at all levels of the decision making process.

In discharging its responsibilities, the Governing Body will

- Make themselves familiar with the requirements of the appropriate legislation, codes of practice and guidance;
- Create and monitor the management structure for health and safety
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
- Identify and evaluate risks relating to possible accidents and incidents connected with school.
- Ensure that the Head Teacher keeps the Governing Body informed about any significant health and safety failures, and of the outcome of the investigations into their causes.

It is the intention of the Governing Body that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment, in particular:

- To maintain the school in a condition that is safe and without risk to health, with safe means of access and egress.
- To provide and maintain a safe working environment for staff, pupils and visitors, without risk to health, with adequate facilities and arrangements for their welfare at school.
- To provide plant and equipment that is safe, without risk and is adequately maintained and serviced.
- To provide staff and pupils with information, training and supervision as is necessary to promote health and safety throughout the school site.
- To ensure the use, handling, storage and transportation of articles and substances are safe and without risk to themselves or others.
- Assure themselves that suitable and sufficient risk assessments have been completed and undertake continuous monitoring to ascertain potential risks to the environment throughout the school site.

## **2. Finance and Resources Committee**

The school will ensure that health and safety is a standard agenda item at the Finance and Resources Committee; this committee will monitor Health and Safety issues within the school. The Committee will report to the full Governing Body Committee.

### **3. Head Teacher**

The Head Teacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times:

The Head Teacher will ensure that

- The school complies with relevant legislation, approved codes of practice and guidance applicable to its operations.
- Responsibilities for health and safety are properly defined, understood and carried out at all levels within the school.
- A designated employee will be appointed as the School Health and Safety Co-ordinator. The appointed person will be given specific health and safety responsibilities and afforded the resources to carry them out in accordance with all relevant legislation.
- The school commitment to health and safety and its health and safety policy is reviewed and revised regularly and arrangements are in place to issue policy advice as required.
- The Health and Safety Policy is brought to the attention of all employees and implemented throughout the school.
- Employees are competent to perform their duties safely and without risks to health and they receive adequate information, instruction, training and supervision as is necessary to enable them to do so.
- Adequate funds are allocated for health and safety matters within the school.
- Employees organise their area of responsibility, department or workplace so that operations or work carried out is to a satisfactory standard of health and safety, resulting in their being a minimal risk to persons, equipment and materials.
- The leadership team will ensure that all employees are made aware of their responsibilities and duties in respect of health, safety and welfare and that they are provided with sufficient information, instruction, training and supervision to enable them to carry out their duties effectively and safely.
- All necessary risk assessments are carried out and that all necessary control measures identified are implemented and maintained and that the risk assessments are reviewed annually.
- Keep the Governing Body informed of the significant issues identified through the risk assessment process and progress in addressing those identified issues and maintaining an appropriate risk register
- All employees are aware of the control measures outlined in the risk assessments appropriate to their activities.

- All maintenance issues are actioned particularly when they have a bearing on health and safety matters.
- Accurate employee health and safety training records are maintained.
- Employees follow the health and safety procedures and instigate disciplinary procedures where appropriate.
- Lead by example in relation to all health and safety matters.

#### **4. Health and Safety Co-ordinator**

The school health and Safety coordinator has the following responsibilities:

- To co-ordinate and manage the annual risk assessment process for the school
- To co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- To make provision for the inspection and maintenance of work equipment throughout the school
- To manage the keeping of records of all health and safety activities
- To advise the Head Teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
- To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and
- To ensure employees follow the health and safety procedures and instigate disciplinary procedures where appropriate; and
- Carrying out any other functions devolved by the Head Teacher or Governing Body

#### **The Caretaker / Site Manager**

The school site manager/caretaker has the following responsibilities:

- Acting as site monitoring officer in respect of the cleaning operations of the contractor and ensuring that the employees of the contractor observe and conform with the health and safety requirements of the contract and the premises of the school are safe and there are no risks to health;
- The security of the premises, the lighting and heating of the premises and ensuring that the premises are open for use as and when required;
- Participating in setting the health and safety standards for their area of responsibility in consultation with the Head Teacher and the Health and Safety Co-ordinator;
- Fully implementing and following all health and safety policies, instructions and procedures for their area of responsibility (including rules relating to the use of specific machinery) and

ensuring that the policies and instructions and procedures are followed by all staff (including new starters) who are responsible to the Caretaker/Site Manager;

- Receiving training and periodic re-training in order to take reasonable care for their own health and safety and the health and safety of other employees, pupils and other persons;
- Ensuring that all employees (including new starters) within their area of responsibility receive training and periodic re-training by contacting the Health and Safety Co-ordinator;
- Carrying out assessments of the risks in their area of responsibility and carrying out risk assessments on new and modified work before the work commences;
- Carrying out reviews of the risk assessments at periodic intervals;
- Ensuring that they and their work colleagues take reasonable care to avoid accidents or injury to themselves, other employees, pupils and members of the general public, as a consequence of their work activities;
- Ensuring that any equipment or machinery under their control which is known to need repair is not used until the necessary repairs have been carried out;
- Following the school reporting procedures for accidents, dangerous occurrences and near misses and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Head Teacher and/or the Health and Safety Co-ordinator;
- Following the fire safety procedures and ensuring that the procedures are followed by all employees;
- Ensuring that first aid procedures are implemented in their area of responsibility and that first aid cover is maintained at all times.

### **Teaching Staff**

All teaching staff are required to:-

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Ensure that they are aware of additional learning needs (including special educational needs) risk assessments and the particular health and safety considerations, and address the specific needs of such pupils in their learning environment.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPSS and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils where necessary.
- Follow safe working procedures personally, acting as role models.
- Ensure that pupils' coats, bags etc. are stowed away.



- Make recommendations to the school Health and Safety coordinator or Head Teacher on health and safety equipment and on additions or necessary improvements to systems, plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (both electrical and mechanical) into the school without prior authorisation; and
- Report all accidents, defects, dangerous occurrences and near misses to the School Health and Safety coordinator or the Head Teacher.

### **Duties of all employees**

Apart from any specific responsibilities that have been delegated to them, all employees must

- Read and understand the school Health and Safety Policy Statement and follow all safety requirements laid down by the Governing Body.
- Report any defective equipment, machinery, failing in health and safety procedure or concerns to their line manager without delay.
- Adopt a safe system of work at all times, using safety equipment or personal protective equipment which is provided where necessary and generally take responsibility for their own safety and that of others
- Work in a safe condition so that their own safety and that of fellow employees, pupils and others are not jeopardised
- Following the recommendations of risk assessments when carried out on their activities;
- Follow all relevant safe systems of work as may be laid down.
- Notifying the Head Teacher when they are aware of a risk assessment or a procedure which is not correct or presents a more significant hazard than that stated in the assessment;
- Ensure all accidents are reported in accordance with the schools Accident Reporting Procedure
- Keep their immediate work locations free from obstructions, refuse accumulations etc.
- Ensure that all fire exit routes, fire prevention equipment, fire extinguishers are not obstructed and equipment in general is not tampered with or abused.
- Following the fire safety procedures for the school and their work area;
- Following the first aid procedures, which have been laid down for the school and their work area.

- Receiving training and periodic re-training in order for them to take reasonable care for their own health and safety and the health and safety of other employees, pupils and other persons;

### 3. Training and first aid

All staff and staff union representatives are consulted and communicated with in regard to health and safety during Staff meetings. Staff are emailed copies of the agreed school Health and Safety Policy and reminded where all school policies are stored centrally electronically in Staff Shared/Policies/ Health and Safety. Health and Safety information is also displayed for staff on the Health and Safety Staff noticeboard.

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

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.

#### First aid

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment where necessary in order to help inform the First Aid Policy.

The headteacher will ensure that there is an appropriate number of first-aid trained staff working within each year group.

The following staff members are trained first-aiders:

Name	Type of First Aider	Date of first aid qualification
Cheryl Baker	Paediatric	March 2023
Julie Bell	Paediatric	March 2023
Tas Chareunsy	Paediatric	July 2022
Becky Coggon	Paediatric	March 2023
Dawn Cottingham	Paediatric	March 2023
Sean Cottingham	Paediatric	March 2023
Sarah Frost	Paediatric	July 2021
Gill Gallant	Paediatric	March 2023
Rebecca Goodman	Paediatric	June 2022
Karol Hamilton	Paediatric	March 2023

Lynn Harland	Paediatric	March 2023
Deborah Horner	Paediatric	March 2023
Lynn Huskinson	Paediatric	March 2023
Matthew Jackson	Paediatric	July 2021
Jayne Lawrence-Wilson	Paediatric	March 2023
Terry McCarten	Paediatric	March 2023
Debbie Moore	Paediatric	July 2021
Christine Newton	Paediatric	March 2023
Jen O'Callaghan	Paediatric	March 2023
Lyndsey Rhodes	Paediatric	July 2022
Gill Small	Paediatric	June 2022
Amanda Strong	Paediatric	July 2021
Sarah Thomas	Paediatric	June 2022
Jo Thompson	Paediatric	July 2021
Claire Todd	Paediatric	July 2021
Sharon Tribe	Paediatric	June 2022

First aid boxes are located throughout school as follows:

- KS2 Resource Area
- Staff Room
- KS1 Corridor
- KS1 Workroom
- Nursery

There are also two defibrillators on the school site which are kept in the staff room corridor and school office. Both are registered on the National Database – The Circuit.

#### **4. Contacting the emergency services**

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

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.

Where an ambulance is called for a pupil, appropriate staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point. 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**

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer using the standard Accident Report Form.

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.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

### **Reporting significant accidents**

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. 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

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, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

### **Reporting procedures**

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, 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, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

### **Reporting hazards**

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 manager as soon as possible, who will then inform the headteacher as appropriate.

### **Accident investigation**

All accidents, however minor, will be investigated by the health and safety officer 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 health and safety officer 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 or illness.

## **6. Active monitoring system**

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. The school's procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Examination of documents to ensure compliance with standards.
- Inspection of premises and equipment.
- Reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## **7. Risk assessment**

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

Annual risk assessments will be conducted 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.

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 board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

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

The school has an educational visits coordinator (Suzie Prince) and ensure they receive the training necessary to carry out the role. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## **8. Slips and trips**

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 (footwear worn may not be in line with the School Uniform)
  - 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**

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

The headteacher is 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.

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 electronically in the school office in the school Staff Shared drive.

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

The guidance Fire Safety Risk Assessment - Educational Premises issued by The Department for Communities and Local Government has been adopted.

The Head Teacher is the responsible person and is responsible for

- implementing the findings of the fire risk assessment:-
- testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;
- testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;
- recording of false alarms;
- testing and maintenance of emergency lighting systems;
- testing and maintenance of fire extinguishers, hose reels and fire blankets etc.;
- recording and training of relevant people and fire evacuation drills;
- planning, organising, policy and implementation, monitoring, audit and review;
- maintenance and audit of any systems that are provided to help the fire and rescue service;
- the arrangements for a co-ordinated emergency plan and overall control of the actions to be taken if there is a fire, including specific procedures for additional learning needs (including special educational needs) and disabled pupils;
- all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

## **10. Sharps**

For the purposes of this policy, “**sharps**” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps.

### **Handling and disposing of a sharp**

Some staff members who are directly responsible for the administration of managing children with medical needs that require the use of needles will receive health and safety training, as appropriate. Please see Supporting Pupils with Medical needs Policy as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked ‘Danger: Contaminated Sharps’ and ‘Destroy by Incineration’. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.



The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

### **Sharps injury**

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

## **11. Evacuation, invacuation, lockdown and bomb threat procedure**

The school will follow the procedure outlined in the Lockdown & Evacuation Policy in the event of a crisis.

All staff fully understand and effectively implement this Policy.

## **12. Visitors and contractors**

The procedures outlined in the Visitor Policy will be implemented by relevant staff when receiving visitors to the school.

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.

### 13. Construction and maintenance

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, commission, 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, commission, 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.

The headteacher and Site Manager will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The headteacher 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 the principal contractor and/or 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 headteacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The headteacher and Site Manager 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.

## **14. Personal protective equipment (PPE)**

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. All staff and pupils will be provided with protective eyewear. Visitors will also be supplied with PPE when appropriate.

Staff will use the PPE provided, and care for it according to the instructions and training given. 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. 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.

Thorough risk assessments are carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis.

Staff will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE. When not in use, PPE will be properly stored, kept clean, and in good repair.

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.

The SBM will keep a record of all expenses related to PPE and uniform for HR and finance purposes.

## **15. 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.

The school will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

In order to manage these risks, appropriate policies and procedures have been adopted.

### **Working at heights**

Policy and procedures concerning employees working at heights are addressed in the Working at Heights Procedure. Staff members are required to sign statements confirming that they have received, read and understood the procedure, prior to being allowed to work at heights.

### **Lone working**

Policy and procedures concerning employees' lone working are addressed in the Lone Worker Procedure. Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

### **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.

### **Display screen equipment**

Display screen assessments will be carried out by the individual administrative staff who regularly desktops computers.

## **16. Maintaining equipment**

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

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.

Staff members are asked not to bring in their own appliances unless necessary; if they wish to, they must have approval from the headteacher and ensure that the appliance is assessed and approved by the site manager for use. Damaged, faulty or broken appliances are never brought in or used. Staff members take their appliances home at the end of the day.

Any portable electrical equipment will be visually inspected on a daily basis by the site manager and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

The school has procured two automated external defibrillators (AED) as part of its first aid equipment.

## **17. Hazardous materials**

The school will act in accordance with the school's COSHH Policy at all times.

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 headteacher.

The health and safety officer 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 Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The site manager, in liaison with the health and safety officer, 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 manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

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. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

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 without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

**The site manager conducts routine surveillance to ensure that materials remain safe to store.**

Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

## 18. Asbestos management

To minimise the risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by:

- Complying with all regulations and MBC Management of Asbestos in Premises Policy.
- The site manager is the nominated person with responsibility for implementing the Asbestos Management Plan in compliance with the MBC Management of Asbestos in Premises Policy.

## 19. Cleaning

Contract cleaners will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The headteacher is 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

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

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

All staff are subject to a full occupational health check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any 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.

## **21. Allergens and anaphylaxis**

The school's Allergen and Anaphylaxis Policy is implemented consistently to ensure the safety of those with allergies.

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.

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.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

## **22. Medication**

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

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**

The school is a non-smoking premises and no smoking will be permitted on the grounds.

## **24. Security and theft**

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.



Money will occasionally be held in the safe (following a fundraising event) and banked as soon as possible thereafter 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.

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 are expected to assist police with their investigation.

All 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 the headteacher.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing 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**

The school will act in accordance with the Snow & Ice Plan at all times.

The headteacher, in liaison with the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

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

- Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits Policy.

## **27. Near misses**

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.



After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

## **28. Lettings and Shared Use**

The school is responsible for providing the site for Parkway Nursery. School also provides Parkway Nursery with energy supplies. School also provides care and maintenance for the site and the Site Manager ensure regular maintenance checks are provided.

Parkway Nursery are responsible for their personal equipment, furniture, resources and toys and communicating any issues with the site to the Site Manager.

## **29. Vehicle Use within the school grounds**

The school has ensured there is clear segregation between pupils, pedestrians and vehicles as there is controlled access for vehicles onto the school site by the use of an automated, secure gate.

If vehicles do enter the school site, for example, grass maintenance, there are procedure to control their supervision on and off the school site.

## **30. Monitoring and review**

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is April 2025.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.