



THE UNICORN SCHOOL

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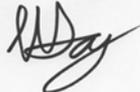
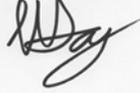
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Health and Safety Policy

Policy written by: Vita Parvin. Updated by Alison Jarratt March 2018

Date Agreed by: Andrew Day

<i>Date of Review</i>	<i>Completed By</i>	<i>Signed</i>
September 2016	Vita Parvin	
September 2017	Andrew Day	
March 2018	Andrew Day	

THE UNICORN SCHOOL

HEALTH AND SAFETY POLICY

INTRODUCTION

The Unicorn School places the greatest importance on Health and Safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public.

To this end, the school will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees and children to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

We are confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School's Governors in matters of health, safety and welfare.

HEALTH AND SAFETY POLICY STATEMENT

The Governors and Head teacher are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety Legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.

The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Staff and others affected by the School's activities, by identifying and then controlling hazards.

The Head teacher will provide a positive lead in organizing Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

Accident prevention is essential for the smooth and efficient running of the School, requiring full co-operation by all concerned. Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to the Head Teacher.

The school's health and safety officer is the Head Teacher – Andrew Day

HEALTH AND SAFETY RESPONSIBILITIES

1 GOVERNORS

The Governors of the Unicorn have a responsibility to:

- Monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Development Plan.
- Purchase and maintain equipment to British and European Standards.
- Have health and safety as a standing item on the agenda of all meetings.
- Nominate a Governor with responsibility for health and safety.

4 ALL SUBJECT CO ORDINATORS should:

- Have health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off site activities and complete appropriate risk assessments.
- Ensure all hazardous equipment and materials are appropriately marked, maintained and used by a competent person
- Advise colleagues on the completion or risk assessments and ensure they are carried out, reviewed periodically and recorded
- Check that pupils are aware of health and safety issues and that these are being continually reinforced

5 SITE MANAGEMENT

The Head Teacher in conjunction with the site manager (Julian Puffitt) will:

- Carry out daily checks of the site and take appropriate remedial action if necessary

The Head Teacher will:

- Ensure all employees are fully briefed on health and safety site issues
- Ensure all employees are trained and competent to undertake their tasks safely
- Carry out termly fire drill, check fire extinguishers and maintain the Fire Safety Folder
- Ensure that weekly fire tests are carried out
- Carry out monthly water temperature tests
- That CCTV monitoring keeps the building safer
- It is the duty of all staff who are last to leave to check that the building is locked and alarms set, that windows are shut, the outer doors locked and the front gate locked before leaving

6 ALL EMPLOYEES

All staff have a duty to:

- Be aware of security and avoid working alone in the building
- Cooperate with all health and safety requirements
- Report all defects in the red Health and Safety book and inform the Head Teacher.
- Complete risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse, things provided for your health, safety and welfare
- Ensure they do not undertake unsafe acts including lifting heavy objects alone, climbing on chairs etc
- Undertake manual handling training offered
- Inform employer of any “near-misses”
- Be familiar with our emergency action plan for fire, first aid, bomb security etc. and off site issues
- Keep the door to the kitchen cleaner’s cupboard closed and locked
- Raise health and safety issues with pupils

- Report any violence towards staff immediately from any source including pupils
- Make sure shoes are sensible and with good grips to reduce the likelihood of trips and slips (also work experience students and volunteers)
- Mop up spills immediately and use “wet floor” signs
- Record and report any accidents to staff, pupils or visitors including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR <http://www.hse.gov.uk/riddor/>)

Responsibilities of Other Persons Working on the School Property

- Will observe the Health and Safety Rules and the instructions given by persons enforcing the Health and Safety Policy.
- Will not work on the premises until the relevant rules are read, understood and accepted.
- Will not work on the premises until covered by insurance against risk.

HEALTH AND SAFETY METHODS AND PROCEDURE STATEMENTS

1 Code of Safe Conduct

- Make sure that you conform to the health and safety at work policy, and all health and safety rules and are aware of signs, fire precautions and emergency procedures.
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.
- Report all accidents, near misses, potential hazards and damage immediately.
- In the event that personal protective equipment or clothing is provided; it must be used and properly looked after.
- Do not interfere with or misuse anything provided for the health and safety of employees.
- Do not act in a way that could endanger yourself or others; do not play practical jokes.
- Do not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstructions; do not leave things lying around.
- Clean up any spilt liquids, tracked in mud, etc. immediately.
- In the event of your being called upon to handle bulky or heavy objects. **DON'T!** Get assistance. Only lift or move what you can easily manage; always bend your knees and keep your back straight – take the stress in your legs, not your back.
- Do not overreach or climb on anything not meant for the purpose; use a step ladder, ensuring that it is good condition.
- l) Electrical equipment is regularly checked and is normally safe when properly used
BUT:
 - never touch electrical equipment with wet hands
 - always disconnect electrical equipment before moving it
 - never attempt electrical repairs unless authorised

- always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc
- always switch off equipment if not in use
- m) Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the executive responsible for health and safety. Training in dealing with hazards will be conducted as appropriate.

2 Safe Systems

Heads of subjects have reminded teachers to devise safe systems, where appropriate, for their subject areas. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular subject.

- The systems will have taken into account the following principles as far as reasonably practicable:-
- The layout of the work and the use of the working areas will allow safe access to and exit from the areas involved.
- Analysis of the tasks involved, including safety analysis and the provision of clear instruction.
- Where appropriate, details of the correct sequence of operations involved.
- Identification of safe procedures, both routine and emergency.
- Written procedures for the operation of potentially hazardous machinery or materials.

Areas where written and visual procedures are required:

- Design and technology in the classroom or art room - use of machines, equipment
- Science lessons - general science procedure in experimental lessons
- School grounds and maintenance - use of hazardous machinery

3 Training

Teaching Staff engaged have all received Teaching Training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

Ancillary, Ground, Caretaker, etc, staff will be given training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them and sign to say they have received it.

On joining the school, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them. All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate.

4 Playground Safety

The School Staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

5 Sport

The School has a Policy in place devised by the Head of PE. This, in conjunction with Schemes of Work and Risk Assessments, ensures that Sport Activities are organised and controlled correctly.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in the sport. The only exception to this will be in situations where injury or illness has occurred during the day where the child has received treatment and is therefore declared unfit by the person treating the child.

In the event of injury in sport activities, other than minor scrapes and bumps, the First aiders or Marcham Road Hospital will be involved. If the pupil involved is mobile then he/she will be accompanied to the supervised Medical Area.

If the injury is more serious the child will be accompanied to the Marcham Road Emergency room and parents informed immediately.

In the event of further action being needed an Ambulance will be called as appropriate; again parents will be informed immediately.

6 Hall Activities

The Hall, a multi purpose Hall and is used for PE and Occupational Therapy as well as other activities. In this, situation care is exercised in the selection of activities so that injury from other non sport equipment in the Hall is minimised.

All equipment in the Hall is checked regularly by staff to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

It is important that shoes used in the hall are clean.

In the event of injury, emergency equipment will be used as required and if necessary the First Aider will be contacted to assist as appropriate.

7 Fire

The School has a full Fire Procedure in place and Fire Drills are carried out each term. A full Fire Alarm system is in place with some areas covered by automatic detectors to ensure early warning at all times.

A Fire Risk Assessment in line with the Regulatory Reform (Fire Safety) Order 2005 has been carried out for the School.

8 Off site Activities, Trips and Visits

For trips of this nature the following procedure will be observed:

- Careful planning of the trip with a prior visit made by organiser if necessary.
- Adequate evaluation of all Health and Safety factors involved.
- Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip if required.

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- The expertise of Staff accompanying the trip.
- Accident and Emergency procedures.
- Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.

9 First Aid and Medicine Control

First Aid and Medicines are under the direct control of a designated first aider and a First Aid Policy is in place.

First Aid Boxes are always kept topped up.

The following items are also controlled:

- Accidents – All records of accidents are kept on the ENGAGE system for any injury, however minor, requiring treatment. A copy is sent home to parents if serious or if it involves a head injury. Parents are contacted either via Email or phone.
- Medicines - kept in a locked cabinet in the kitchen and administered as directed.
- Medicines Book – kept in reception detailing what has been given to whom, by whom and on which date for the record. All medicines administered to be double signed off

10 Cleaning

Cleaning in the School is carried out by a Contractor, Allbrite.

Allbrite are responsible for Risk Assessments, Environmental Health and other Health and Safety requirements for these activities.

11 Control of Vehicles

The School regards Vehicle Control as a vital part of control over its activities on the site.

- Ramps and Warning Signs are employed to control the speed of vehicles in the grounds.

- Parents are not allowed to park on the school site unless disabled, pregnant or with a small baby or disabled child.
- Staff are not allowed to park on site unless registered disabled or needing the car during the day for school business. This is to maximise playground space and safety for children.
- Visitors are discouraged from arriving or leaving at playtimes. Duty staff supervise children to ensure their safety where this is unavoidable.
- Gate to be shut at all times from 0845 onwards.
- Footpaths have been put in to ensure separation of vehicles and pedestrians and children are never allowed to use roadway.
- The following rules must be observed at all times:
 - Speed must be kept to a minimum
 - Care to be exercised always as there may be children crossing
 - Parking only to be carried out in designated areas

12 Security of Site

The School has taken all reasonable steps to prevent unauthorised entry to its premises. While the grounds could be entered from adjacent buildings, gates are locked at night and all buildings are locked and alarmed at night when not in use. There is a door entry buzzer system in place at the entrance and a coded entry pad at the rear.

Visitors are required to contact reception to identify themselves before being permitted to gain access to the School. A badge system is in operation to enable authorised visitors to be easily recognised and staff are required to challenge people who they do not recognise to establish whether or not they should be on the premises. Closed circuit television is installed on the site and buildings are protected by intruder alarms.

13 Machinery and Plant

Maintenance on all the School Equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2 (2a) of the Health and Safety at Work Act 1974. The Inspections and Checks are carried out as follows:

- Inspection of Guards and Mechanical Equipment by Maintenance Staff and Teaching Staff before use.
- Annual Checks on Electrical Equipment.
- Annual Service of Fire Extinguishers.
- Annual Service of Heating and Ventilating Equipment.
- Bi Annual checks on intruder alarms
- Five yearly checks on Fixed Wiring Installations.
- Checks on Fire Alarm are under contract.
- Annual checks on water systems

14 Environmental Control

Classrooms and General Areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put.

The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

Technology, Art Room and Science lessons

Conditions in these areas are monitored closely to ensure that they do not become contaminated if using substances that may be controlled under the Control of Substances Hazardous to Health Regulations.

Other Areas

Air conditioning is installed in some areas of the School. The School keeps all areas under review to establish whether any action is required to ensure that optimum conditions are maintained.

15 Noise

The School regards Noise as a very important issue and take the following action in order to minimise its effect.

- Equipment is looked at carefully to establish whether reductions in noise levels can be made.
- Where it is not possible or practical to reduce the noise level reduction in exposure time and the use of hearing protectors will be used. Hearing protectors are used for shooting club on the Abingdon School Range.
- Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

16 Waste Disposal

The disposal of normal waste is carried out by a Contractor, Grundons.

The disposal of confidential waste is carried out by Shred It.

Where there is a requirement to dispose of chemicals, due account of the Provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991 will be taken and specialist contractors will be employed.

17 Reporting Procedures - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 as follows:

NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE HSE APPROVED METHOD IF ONE OF THE FOLLOWING OCCURS:

- 1) Fatal Injury to Staff, Pupils or Any Other Persons in an accident on the premises.

- 2) Specified Injury to Staff, Pupils or Any Other People in an accident on the Premises (The Specified Injury as listed in the Regulations.)
- 3) Dangerous Occurrences listed in the Regulations.

Reporting:

- 1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above.
- 2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
- 3) A report will be sent to the Health and Safety Executive in any case of the 8 categories of work related illness listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

Report Forms:

- 1) F2508 - for injuries and dangerous occurrences (Available on line)
- 2) F2508A - for diseases (Available on line)

Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

Record Keeping:

A record will be kept of any injury, occurrence or disease requiring report.

TIME: DATE: PLACE: PEOPLE INVOLVED: DESCRIPTION OF EVENT

18 Personal Protective Equipment (PPE)

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by The School:

- Provide suitable PPE
- Assess present PPE
- Maintain PPE
- Provide accommodation for PPE
- Ensure PPE is compatible
- Replace PPE where lost or damaged
- Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- Use the PPE correctly
- Always wear PPE
- Report any loss or defect

19 Hazardous Substances

Where substances are used that may be controlled under specific regulations e.g.

Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
 - Prevention or Control - ideally prevention by substitution of a non - controlled substance, but if not possible control.
 - Control Measures to be adopted.
 - Maintenance of the Control Measures.
 - Monitor the situation to establish that the measures are effective.
 - Undertake Health Surveillance where relevant.
 - Carry out Instruction and Training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal
 - Emergency Procedures
 - Methods of Control
 - Use of Personal Protective Equipment
 - Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

20 Display Screen Equipment

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- If there is a 'user' carry out an analysis of the Work Station to assess risks to
- Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- Implement any requirements established in b).
- Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- Provide eye and eyesight tests for the 'user' or any person about to become a user.
- Provide appropriate eye and eyesight corrective appliances as necessary.

- Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

Precautions:

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible.
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- Avoid wearing light coloured clothing which can reflect light on to the screen.
- Look into the distance periodically – at something at least 20 feet away.
- Vary your routine. Take a few minutes away at regular intervals to organize materials or files or to deliver completed work.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers)

21 Risk Assessments

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

- The Hazards associated with a particular activity.
- The Potential Frequency and Severity of an accident.
- The Control Measures being employed to minimise the risk of an accident occurring.
- Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Adviser or School Staff as appropriate and will be reviewed periodically.

22 Manual Handling

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

23 Work at Height

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005. The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- a) Work at Height will be properly planned and organised.
- b) Those involved in Work at Height will be properly trained and competent.
- c) A Risk Assessment will be carried out to establish the correct access equipment.
- d) Equipment for Work at Height will be properly inspected and maintained.
 - In addition, risks due to work on or near fragile surfaces will be properly controlled. The School will further comply with the Work at Height Regulations by taking account of the following:
 - Avoiding Work at Height if reasonable to do so.
 - Using work equipment or other measures to prevent falls where Work at
 - Height cannot be avoided.
 - Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

24 Temporary Staff, Contractors and Visitors

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the school's premises.

25 Control of Contractors

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations The School exercises control over contractors in the following way:

Identification of suitable bidders.

The following items will be taken into account:

- Adequacy of Health and Safety Policy
- Control Structure
- Safe Systems of Work in Operation

- Training Standards

Identification of hazards in the specification.

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- Special Hazards applicable - eg asbestos
- Safe Access to/egress from the site
- Confined Space Entry
- Chemical Storage
- Occupational Health Risks including Noise

Appointment of contractor.

Based upon the best bid, taking into account all factors

Acceptance by contractor of school safety rules for the site.

A full list of Site Rules would be prepared and made available for contractors.

Control of contractor on site

- Nomination of person to co-ordinate all Health and Safety aspects
- Pre-commencement meeting to establish Contractor Liaison Person
- Arrangement of regular progress meetings
- Regular inspection of Contractor's operations
- Participation in site Safety Committee - where applicable
- Provision by Contractor of Written Method Statements in advance - particularly where they apply to a) where applicable
- Notification by Contractor of all accidents etc
- All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable
- Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015.

26 Construction (Design and Management) Regulations 2015 (CDM)

The School is aware of its obligations under the CDM Regulations and where projects are such that they come under these regulations the School, as client, will carry out the following:

Select and appoint a Principal Designer who will be responsible for:

- a) planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase
- b) Select and appoint a Principal Contractor who will be responsible for:
 - planning, managing, monitoring and coordinating health and safety in the construction phase of a project

- Ensuring that, where there is more than one contractor, a Health and Safety File is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principle Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.

On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where the School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

27 Safety Governor

The School has a Health & Safety governor whose purpose is to carry out the following:-

- To promote Health and safety throughout the School
- To receive reports from the Health and Safety Adviser on the effectiveness of the implementation of the Health and Safety Policy
- To consider and introduce additional Safety Rules that may be required from time to time
- To ensure that current Health and Safety legislation is being complied with
- To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- To carry out any inspection of the School that may be required
- To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- To investigate any special hazards and to recommend action to be taken
- To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

The Health and Safety Governor is David Anderson

28 Consultation with Employees

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- Information on the likely risks and dangers arising from the work activities

And measures to reduce or eliminate these risks.

d) The planning of Health and Safety training.

e) The Health and Safety consequences of introducing new technology.

29 Violence to Staff

The School is aware of its responsibilities with respect to protecting its staff from acts of Violence either from pupils, parents or any other visitor on the School's premises.

Generally the School does not have a problem with violence but should the situation change consideration will be given to training staff as appropriate in the correct way to react to such situations.

30 Stress

The School is aware of the potential for Stress to affect Staff and has a **Wellbeing policy** to address this issue.

As part of a proactive approach, the Policy has the following sections:

a) General Position

b) Recognising Stress

c) Causes of Stress

d) Strategy for dealing with Stress

The Policy considers the effects of Stress on Staff and ways of ameliorating the situation.

31 Occupational Health

It is the school's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- 1) Developing occupational health procedures and ensuring that policies are current and relate to the school's needs.
- 2) Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- 3) Identifying possible health hazards within the working environment.
- 4) Advising on the prevention of occupationally induced health problems with a View to improving employee health and performance.
- 5) Providing an efficient first aid service.
- 6) Ensuring that occupational health provisions are within, and assist, school

Health and safety policies and that they comply with all relevant legal and statutory obligations. It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service/General Practitioner.

32 Dealing with a Health & Safety Emergency

The School is aware that an unexpected Health and Safety Emergency can cause major disruption to its activities and can also affect the School's image and standing within the community if the situation is not handled in an appropriate way.

In order to meet this potential eventuality and to ensure that the School and its Staff are as prepared as it is possible to be, the School has devised an Emergency Plan.

The Emergency details actions that various members of Staff need to take to ensure that the emergency is dealt with in an appropriate and professional way in order to allow things to return to normal as soon as possible.

33 Monitoring Policy

The Health and Safety Policy will be monitored on an on going basis by the Health and Safety Adviser. Checks will be made regularly with an inspection being made of all areas of The School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities.

34 Smoking

This is a non smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues.

Smoking anywhere on the premises is against the code of conduct and therefore an offender will be subject to the disciplinary procedures.

Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

35 Trips and Slips

Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip.

Causes:

Slip and trip accidents in school happen for a number of reasons. They typically involve:

- members of staff or pupils/students running or carrying heavy or awkward items,
- wearing unsuitable footwear,
- poor lighting - particularly where there are uneven surfaces and changes of level
- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants eg food, litter etc.
- Obstructions – particularly bags and trailing cables

