



Health and Safety Policy

This policy document contains the Board of Governors' formal statement of Health and Safety Policy for The Unicorn School, and sets out the organisation and arrangements for the implementation of that policy; it applies to all members of staff, pupils and visitors, including contractors, to the School.

The Bursar maintains this document electronically, and it is available to all members of staff via Sharepoint. All new academic and support staff members are made aware of its contents as part of the induction process.

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Part 1 - Health & Safety Policy Statement

The Board of Governors at The Unicorn School (the School) recognises its responsibility under the Health & Safety at Work, etc. Act 1974 to provide for the health, safety and welfare of their employees, students, members of the public, and any others who may be affected by the activities of the School.

To this end the Governors will, so far as is reasonably practicable, fully comply with the requirements of the said Act, and such of its attendant Regulations as may apply, by making suitable and sufficient arrangements to:

- develop and maintain safe systems of work
- provide sufficient information, instruction, training and supervision to ensure the health and safety of all staff, students and others working within the premises and during sporting activities and visits away from the School

- protect the health, safety and welfare of visitors to the School
- provide competent technical information and professional guidance as required
- provide plant and equipment that is fit for purpose and maintained in accordance with the necessary requirements
- ensure the safe use, handling, storage, transportation and disposal of articles and substances
- maintain a safe and healthy place of work, including the maintenance of safe access and egress, with due regard for the environmental effects of the School's activities
- formally consult with employees on all matters having effect on their health, safety and welfare at work.

Without detracting from the responsibility of the Governors, day-to-day management of health and safety within the School rests with the Head, the Bursar and others as detailed in the 'Organisation' section of this Policy.

The Governors recognise that no Health and Safety Policy can be successful without the full co-operation of all staff. Staff are reminded of their Statutory Duty to take reasonable care for the health and safety of themselves and others, and to co-operate with the School in the implementation of the Health and Safety Policy and safe working practices.

This Health and Safety Policy and other specific health and safety related policies will be reviewed regularly by the Bursar, the Health & Safety Governor and revisions will be subject to approval at a full Governors' meeting. Changes / amendments will be brought to the notice of all staff that may be affected by them.

The School's Health and Safety policy is available for reference on Sharepoint.

It is the duty of all members of staff, contractors, pupils and visitors to take reasonable care for their own health and safety, and that of any others who may be affected by their acts or omissions. They must not misuse any item of equipment provided for health and safety purposes and must report any defects and/or hazards to the Headteacher or Bursar as soon as possible.

Part 2 - Organisation

Governors

Ultimate responsibility for health and safety rests with the Board of Governors. The Governors will, so far as is reasonably practicable, provide sufficient resources to enable this Health & Safety Policy (the Policy) to be implemented effectively.

The nominated Health & Safety Governor for the Unicorn School is David Anderson.

Headteacher

The Headteacher is responsible to the Governors for the implementation of the Policy within the school. The Head will ensure that:

- he is familiar with the Policy
- the Health & Safety Policy is easily accessible to all staff
- all staff are aware of the objectives of the Policy and of their responsibilities under the Policy
- all requirements of the Policy are implemented effectively; and
- the health and safety performance of the School is effectively monitored.

Bursar

The Health and Safety Co-ordinator is the Bursar, who is responsible to the Headteacher for the day-to-day operation of the School's Health & Safety Policy. The Bursar will:

- ensure that the arrangements for implementing the Policy are effective
- liaise with Health and Safety advisors to review and update the Policy in the light of new legislation, changes in organisation, etc.
- co-ordinate safety advice given to the School by specialist advisors and those with enforcement powers
- investigate any incidents or near misses and implement any Health and Safety lessons to be learnt from such incidents
- formally report any dangerous occurrences and reportable incidents under RIDDOR regulations
- monitor the health and safety performance of the school via observation, safety audits, hazard spotting and risk assessment
- ensure that all staff receive suitable and sufficient training to enable them carry out their work without risk to their health, safety or welfare; and, ensure that registers and records of all safety checks are maintained
- ensure adequate insurance cover is in place to mitigate any unforeseen consequences of the activities of contractors
- Act as the School's Responsible Person for fire safety issues; and
- ensure the thorough inspection and testing of the fire alarm system (termly) and fire extinguishers (annually) by specialist contractors.

Subject Co-ordinators/Academic Lead

Subject Co-ordinators and the Academic Lead are responsible to the Bursar for all matters relating to Health and Safety in their department. Subject Co-ordinators and the Academic Lead will:

- ensure that suitable and sufficient Risk Assessments have been carried out for the activities within their departments
- where applicable, issue detailed safety policy instructions and guidelines to staff relating to their activities, and ensure staff are conversant with them
- ensure that equipment necessary for the work of the department is maintained in compliance with current regulations and/or policy and that appropriate notices are displayed adjacent to specific hazards
- direct any matters concerning health & safety to the Bursar
- monitor the health and safety performance of their department via observations, etc, and
- ensure that assessments for all hazardous substances within their departments are undertaken as specified by the current Control of Substances Hazardous to Health (COSHH) Regulations.

Teaching Staff (Teachers and Teaching Assistants)

Teaching staff are responsible to their Subject Co-ordinator for all matters relating to health and safety in their classes. Key Stage 2 teachers are responsible to the Academic Lead. Teaching staff will:

- instruct pupils in safety procedures in operations or processes involving known hazards
- ensure proper use of personal protective equipment (PPE) where provided
- ensure that tools and equipment are in good condition and have been tested as appropriate for safe operation
- ensure pupils are aware of health and safety issues as assessed by any relevant risk assessment
- initiate first aid in the event of an accident, and ensure that the accident is recorded and, where appropriate, reported to the office and,
- ensure that any hazards identified, or concerns about the implementation of the Policy are reported to the Head of Department.

Caretaker

The Caretaker is responsible to the Bursar for all matters regarding the maintenance of the structure and fabric of the School Buildings. The Caretaker will:

- act as the School's Contractor Liaison Manager and ensure that all contractors working on School premises are aware of any hazards associated with the areas in which they are working, and of the procedures to be adopted within the School
- maintain the School's Fire Safety check regime.
- carry out weekly tests of the fire alarm from different break glass alarm points in rotation at a fixed time and day each week. Each alarm point should be tested at least once over a 13 week period and records retained.

- Carry out PAT testing annually
- Carry out legionella testing in line with recommendations from risk assessment.

School Office Staff

The School Office Staff are responsible for:

- Registering visitors, ensuring they wear a lanyard and are briefed on the emergency procedures
- Ensuring adequately trained first aid cover is available for on/off site activities
- Periodically checking the first aid arrangements and containers to ensure they are up to date
- Keeping all medicines secure in a locked cupboard

All Employees

We recognise that all employees have a duty to contribute to the Health & Safety environment of the school. All employees are required to:

- Be familiar with and co-operate with this policy and any associated policies relevant to their role
- Complete risk assessments for all potentially hazardous on/off site activities
- Ensure that they understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.
- Raise any health and safety issues to the Bursar, Head, or if you feel concerns are not being addressed, via the Whistleblowing policy.

Part 3 - Arrangements

The School has a number of documented policies and procedures in relation to the health, safety and welfare of staff, pupils, visitors and contractors. An outline of these arrangements is given below, and details of the policies and procedures which support this policy are contained in this document or in stand alone policies.

Competent advice

Where necessary, the School engages external specialists as and when necessary for expert guidance, advice and/or management of specific projects within the School.

Staff attend internal and external health and safety training programmes as relevant to their role.

Employee Consultation

Health and safety matters are raised and minuted at weekly staff meetings and in Senior Management Team (SMT) meetings. This is considered sufficient for an organisation of our size.

SMT meet regularly throughout the term. SMT considers:

- The effective implementation of the Health & Safety Policy within the School. ▪ A regular review of the contents of the Health & Safety Policy
- The planning and organisation of Health & Safety Training
- The Health & Safety consequences of new technology or working practices.
- Monitoring accident and near miss trends within the School.
- Any other measures that may substantially affect the Health, Safety and/or Welfare of staff, pupils and/or visitors to the School.

Departmental Health and Safety Policies and Procedures

In general a school environment can be categorised as a low risk. However, some areas have been identified as areas of increased risk. These are:

- Art
- Food & Nutrition
- Maintenance and Grounds
- Physical Education
- Science

Design Technology is carried out at the school by an external provider who carries out their own Health & Safety procedures, which are reviewed and monitored by the Assistant Head

This list is not exhaustive and all Subject Co-ordinators should ensure that they consider subject-specific Health and Safety issues.

Training

Suitable and sufficient training will be provided to all staff to enable them to meet their obligations under the Health and Safety Policy (the Policy):

- On appointment, new staff will be given induction training to include the Policy, First Aid arrangements and Fire Precautions/Procedures
- Appropriate additional training will be provided where staff are exposed to new or increased risks due to a change of responsibilities, the introduction of new work equipment or technology or a change in working practices
- Appropriate refresher training will be provided as and when necessary.

The person responsible for the co-ordination of safety training is the Bursar.

The School will maintain records of all health and safety training given to staff.

Part 4 – Further information

For specific policy and guidance, please refer to the relevant policies that are available on Sharepoint or from the office on request:

Created by:	Katy Johnson	
Reviewed by:	Full Governors	January 2021
Date of next review:	January 2022	
Source document:	Hettle Andrews model policy	

Part 4 – Further information

For specific policy and guidance, please refer to the relevant policies listed below and are available on Sharepoint or from the office on request:

- Accident reporting
- Administration of medicine
- Asbestos
- CCTV
- Children and young people at work
- Contractors
- Disabled workers
- Dogs in the workplace
- Driving for work
- Educational Trips and Visits
- Electrical safety
- Fire Safety
- First Aid
- Individual Pupil Risk Assessment
- Infection control
- Legionnaire's Disease Management
- Manual handling
- Minibus
- New and expectant mothers
- Playground safety
- Risk assessment
- Safe hot water and surfaces
- Safety signs and signals
- Stress in the workplace
- Supporting Pupils with medical needs
- Winter conditions

Food Safety

We sometimes purchase hot, chilled and other ready to eat foods for visitors and staff events. We ensure that this food is purchased from a reputable national supermarket shortly before it is to be consumed. We minimise the handling of the food and where it is necessary to cut sandwiches or handle foods for any other reasons we ensure that this is carried out by a member of staff who is trained in the food hygiene requirements.

Chilled water dispensers are supplied via bottled water. These machines are regularly cleaned and maintained to ensure that the highest possible hygiene standards are achieved.

Lone working

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.' In our business we have identified the following lone working situations:

- Caretaker at the start and end of the day
- Minibus driver on way to collect first pupil or having dropped off last pupil
- School holidays when skeleton staff are present on site.

We have undertaken risk assessments of these lone working activities and put in place risk control measures including:

- Signing in during school holidays
- Caretaker parks on site

As a result of the risk assessments we have informed staff that Working at height may not be undertaken as a lone worker:

Our staff are instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of management.

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

Training

Teaching Staff 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.

Playground Safety

We recognise our responsibility to monitor the safety of our play equipment to ensure the safety of its users. Pupils are supervised during their use of the play equipment.

We carry out weekly routine visual checks of the play equipment to identify any obvious faults or hazards as well as to check the playground surface and surrounding areas to ensure that they are free of hazards (eg broken glass, fouling). We carry out regular maintenance inspections carried out "in house" in accordance with the manufacturer's instructions.

If staff identify that 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.

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.

Hall Activities

The Hall, is 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.

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.

1 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.

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 regularly checked and always kept topped up.

The following items are also controlled:

- Accidents – All records of accidents are kept on the Schoolbase 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

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.

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.
- The gate is controlled by the school office during the school day, opening and closing automatically at the beginning and end of the school day.
- 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

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 and register using an iPad system. 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.

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

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.

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.
- 2 Waste Disposal

The disposal of normal waste & confidential waste is carried out by contractors.

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.

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

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
- 3 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.

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)

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.

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.

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.
- 4 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.

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.

Construction (Design and Management) Regulations 2017 (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.

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.
- The planning of Health and Safety training.
- The Health and Safety consequences of introducing new technology.

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.

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:

- General Position
- Recognising Stress
- Causes of Stress
- Strategy for dealing with Stress

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

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:

- Developing occupational health procedures and ensuring that policies are current and relate to the school's needs.

- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance.
- Providing an efficient first aid service.
- 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.

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.

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.

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.

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

To minimize the possibilities of trips and slips the caretaker will make daily walks around the school to remove obvious obstructions. Similarly any spills will be cleaned up immediately with a @WET FLOOR@ sign used in the meantime.

In order to further address this situation:

- Spills are managed carefully and are signed if immediate remedial action is not possible.
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place.
- Footwear is specified and selected correctly for employees and pupils.
- School premises have been designed and modified to ensure that trip hazards are controlled
- Plant and premises are maintained on an on going basis
- Flooring is specified appropriately and renewed where necessary
- Housekeeping is maintained to a high level
- Supervision of staff and pupils is in place as required
- Risk assessments is undertaken where extraordinary situations exists.

Heading

Heading 2

Text

Created

Reviewed

Reviewed

Next review

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