



## **Health and safety policy**

### **Introduction**

At St Aidan's we are committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site. We are also committed to the safety of others, not employed by the school, who may be affected by our activities, including pupils, parents and carers, helpers, visitors, contractors on site...etc. The Headteacher fully accepts responsibility under the *Health and Safety at Work Act (1974)* to provide the resources to ensure the health, safety and welfare of all staff and pupils.

This policy serves the dual purpose of drawing together into one document the procedures and guidelines which have been developed within the school in response to the regulations that currently apply and is a framework for future developments and updating that may apply as necessary.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements. Employees have a legal and contractual obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school, in the interests of health, safety and welfare.

This policy should be read together with other related school policies: *First aid*, *Pupils with medical needs*, *E-safety* and our *Disability accessibility plan*, available on our website or from the office on request.

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## **1 Roles and responsibilities**

### **1.1 Governors**

Whilst governors do not actually have to implement the health and safety policy, they do have a role in ensuring that the school does have a suitable policy in place and that it is acted upon, discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

- The governors must also ensure that the senior school management operates safe school premises with safe equipment, materials and substances.
- They also ensure that the policies and standards laid down by the Local Authority (LA) are adhered to.
- To ensure compliance, it is necessary for governors to periodically inspect the school and ask specific questions of senior school management.

### **1.2 Headteacher**

The Headteacher (HT) retains overall responsibility for ensuring the health, safety and welfare of all employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the HT but any of them may be delegated to suitable staff. (Note that even if duties are delegated, overall responsibility rests with the HT to ensure they are carried out.) HT duties include activities organised on behalf of the school but being undertaken away from the school site, eg. educational visits. The HT will:

- take day to day responsibility for all health and safety matters affecting the school;
- ensure effective communications on health and safety matters exist between the school and the Children's Service Safety Advisers;
- ensure compliance with health and safety law;
- provide governors with an annual report on matters affecting health and safety within the school;
- together with school staff, assess and control the risks to persons from hazards within the school and any of its activities, wherever they are undertaken;
- provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- ensure the organisation of regular inspection of small electrical items;
- ensure hazardous substances, i.e. cleaning substances, are properly assessed, used, stored and disposed of;
- ensure first aid and accident reporting systems are maintained and are suitable for the school;
- evaluate the need for health and safety training for school staff and arrange for its delivery;
- bring to the attention of the Governing Body or the LA, any matter of health and safety that can not be resolved or is of substantial or imminent danger to any person;
- liaise with contractors, or their representatives, undertaking work on the school site, to ensure the safety of any persons exposed;
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained;
- ensure adequate fire drills are carried out and their results recorded;
- ensure that adequate emergency procedures exist in relation to fires, gas leaks, intruders, etc;
- ensure that the school has access to competent health and safety advice;



- keep the school's health and safety policy under review and bring any amendments to the notice of all staff.

### 1.3 **Deputy Headteacher / Assistant Headteacher**

When deputising for the HT, the Deputy HT will assume all duties so will need to be fully familiarised with all aspects of this policy

### 1.4 **Site Manager**

The Site Manager has very specific and important roles to play in the implementation of the health and safety policy for the school. The Site Manager will ensure that:

- he/she keeps up to date with job related accreditation and inform the HT of refresher training needs;
- staff within his/her control are adequately trained or instructed to perform the duties for which they are employed;
- the Control of Substances Hazardous to Health (COSHH) assessments have been carried out, are up-to-date, and the assessment sheets available to staff who need them;
- all staff using chemicals are aware of the dangers from the chemicals they use and the control measures that are put in place to prevent them from being harmed;
- all staff using chemicals are aware of the first aid treatment required in the event of contact with the chemicals;
- risk assessments are carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms, etc.
- the premises, including playground equipment, are maintained with regard to Health and Safety;
- records and statutory registers are maintained;
- the Headteacher is informed where there are breaches of compliance with the specified periods.

### 1.5 **Employees**

All employees are to be familiar with this policy and:

- ensure that they work in ways that are safe and without risk to themselves, the pupils, other staff or visitors;
- co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;
- by reporting any unsafe equipment or practices which come to their notice;
- participate with the school to improve the standard of health and safety.

## **2 Risk assessments**

Risk assessments are carried out by the school to comply with legislative requirements. They are led by the HT and involve members of the Resources committee. The risk assessments look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings are brought to the attention of staff and the assessments are reviewed and revised as necessary. Assessments take place at least annually but will also be carried out when the need arises, for example when building works are carried out on the school site.

- 2.1 Where there is a requirement to work off-site, or alone on site, a lone working risk assessment will be completed with the Line Manager. Controls will be agreed between the staff member and the line manager.



### **3 Off-site visits**

The HT is the Educational Visits Officer who has responsibility for off-site trips and ensuring procedures are followed at all times. An off-site visit is any trip where children are taken off the school premises.

- 3.1 Risk assessments are completed and documented for all off-site visits; where they are regular visits, such as to the church or swimming pool, the risk assessment is completed then reviewed each term or year as necessary.
- 3.2 All arrangements for off-site visits are checked by the HT, all LA or DfE guidelines are followed and all necessary documentation is completed before the trip takes place.
- 3.3 Whenever activity providers are used their competency is checked.
- 3.4 First aid kits are always taken on trips – the risk assessment process determines the level of first aid cover required.
- 3.5 Residential activities and foreign visits follow the LA approved procedures and guidelines in order to obtain approval by the senior Health and Safety advisor. We endeavour to provide those applications as early as possible to enable a suitable assessment period.

### **4 School inspections**

The school is inspected regularly by the HT and Site Manager for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term at the start of term, and the results briefly recorded in the school log or inspection book.

- 4.1 In collaboration with the HT the governors carry out safety inspections at least annually and reports are produced for the HT to implement.

### **5 Accident reporting**

All incidents resulting in injury are recorded in the accident book which is kept in the school office.

- 5.1 Reports are completed by the designated member of staff. The LA is also informed about the more serious accidents to pupils and any accidents to staff, visitors or contractors using the LA reporting forms.
- 5.2 The accident book contains the following information:
  - a. Name of injured person.
  - b. Time, date and place of the injury.
  - c. What happened to cause the injury.
  - d. The injury sustained.
  - e. Treatment given.
  - f. Name of any witnesses.
- 5.3 Notifiable injuries, as shown by the LA, are declared to the Health and Safety Executive local office and the LA.
- 5.4 Where a child has suffered a bump on the head the parents are informed by telephone.



- 5.5 Serious accidents are investigated to try to prevent similar ones occurring in future. This investigation is documented.
- 5.6 The record of accidents is checked regularly for trends and possible causes and is summarised by the HT at GB meetings.

## **6 First aid**

Details laid out in our *First aid policy*, available on our website or from the school office on request.

## **7 Blood**

All staff are familiar with this procedure for dealing with blood.

- a. Wash hands first.
- b. Put on disposable gloves.
- c. Clean any wound as necessary or ask first aider to treat.
- d. Dress any wound if necessary.
- e. Dispose of all contaminated material in the medical waste bin in the medical room.
- f. Wash hands thoroughly again.
- g. Record incident in the accident book.

## **8 Medical waste disposal**

Waste bins are located in the Ladies Toilets and in the Medical Room for sanitary and medical waste and are emptied on a regular basis.

## **9 Medication**

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist pupils with medical needs (see our *Medical needs policy*, available on our website or from the office on request).

- 9.1 The school accepts the need for some pupils to receive medication during school hours.
- Medication will only be accepted with written authorisation from the parent or guardian.
  - The written authorisation must contain clear instructions about the dosage and the time of the administration.
  - A standard form is issued by the school for this permission to be given.
  - Medication, other than asthma inhalers, will be administered in the presence of another member of staff.
  - Medication is stored in a secure place; in the medical room, or the staff room fridge if it is necessary to keep it cold.
- 9.2 This information about medication is brought to the attention of all parents, on the school's website and in school newsletters.

## **10 Asthma**

Guidelines for dealing with an asthmatic attack are made known to all staff.

- Details of all children in the school who have an asthmatic condition are kept in the school



medical register which all staff are aware of and can access.

- All teachers are aware of the location of each child's inhaler and where spare ones are stored. Supply teachers are made aware of the children in each class with asthma.
- Most children's inhalers are kept in the medical room and a teaching assistant administers their daily medication; some children manage their own inhalers and keep them on their person at all times.

## **11 Animals in school**

Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holidays. This will be planned in accordance with children's care plans. Recognised publications should be used to determine suitable animals and should be available when keeping animals in school. The school has adopted the following principles relating to the care and management of animals on school premises:

- a. Be aware that there are some animals and plants that cannot be taken from the wild.
- b. Have a reliable reference book available on the animal, such as those produced by the RSPCA.
- c. Only obtain animals from reputable sources.
- d. Ensure that children wash their hands before and after handling animals.
- e. Animal houses to be kept clean and disinfected as required.
- f. Do not allow contact between school animals and wild animals to avoid transmission of disease.
- g. Do not allow children to bring dead or injured animals in to school.
- h. If animals wander on to floors or tables wash afterwards.
- i. Teach children how to handle the animals with care.
- j. Feed animals correctly.
- k. Any animal bites and scratches should be washed carefully; seek medical advice if there is any risk of infection.

## **12 Electricity**

The following procedure is adhered to in the use of electrical equipment:

- a. All portable electrical appliances are put through an annual PAT (Portable Appliance Test) procedure. These tests are organised by the HT and a reputable company is employed to conduct them.
- b. Staff are instructed to visually check each item of electrical equipment before it is used and to look for signs of burning, damaged cables, loose covers, etc.
- c. Any faults are reported to the HT immediately and the equipment taken out of use until suitably repaired.
- d. No one is allowed to work on any electrical circuitry or equipment unless competent to do so.
- e. Staff are aware of the dangers of trailing cables and are forbidden to have trailing cables across walkways.
- f. The fixed electrical installation is tested at about five yearly intervals.
- g. Staff are instructed not to use personal electrical items at school until they have been through the PAT procedure.



## **13 Fire**

All staff, including supply teachers, are made aware of the fire safety arrangements and fire assembly points (see Emergency Evacuation Procedure for details.).

- Fire signs are adequate and are updated when needed to comply with any changes to regulations.

13.1 Fire drills are carried out at least once per term. The time taken to evacuate the school is recorded.

- During some of the drills, one of the escape routes is notionally blocked off to simulate a real fire emergency more closely.
- Fire Marshals “sweep” the building in the event of a fire, or alarm, to ensure it is empty and that doors are closed.
- Registers are taken to the assembly point by the administrative officer to carry out a roll call.

13.2 Fire exits are kept clear at all times.

- Fire exit doors are checked regularly to ensure that they are in good condition and can be opened.

13.3 The fire alarm system is tested by an approved contractor on a regular basis.

- Break-glass points are tested weekly by the site manager from a different point each time and a record of this is kept.
- Any faults on the systems are reported to the contractor immediately.
- All records of the alarm system tests and fire drills are kept by the office administrator.

13.4 Fire extinguishers are serviced annually.

- Only properly trained staff who are confident are to tackle a fire and only if it is deemed safe and feasible to do so.

## **14 Flammables**

No flammable liquids are kept on the school premises.

## **15 Chemicals**

The most hazardous chemicals used in the school are the cleaning products used by the cleaners which are stored in the site manager’s room when they are not being used. Teachers do not keep their own stock or sprays for their own cleaning jobs.

15.1 We keep only small quantities of chemicals which are always stored in their original containers and are clearly labelled with appropriate warnings. They are never stored in food or drink containers.

15.2 Children are taught to recognise the orange warning symbols they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc., which warn of the dangers of the product inside.

15.3 COSHH assessments are carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There are suitable first aid





arrangements available for treating chemical splashes. Protective clothing is available and any spillages are cleared up at once.

## **16 Asbestos**

There is very little asbestos in the school and any that remains is safely encased. An asbestos register, detailing the location of all asbestos in the school, is kept updated and is available in the school office for consultation by the site manager and all contractors working on site.

## **17 Contractors**

Contractors on site are supervised by the HT or site manager who is aware of the schools responsibilities regarding contractors. Contractors must sign in on entry to the school site. If appropriate, they must familiarise themselves with the asbestos register. Checks are made for competence and insurance. Contractors provide risk assessments as necessary. The following guidelines are followed:

- Local contractors from the LA 'approved' list or those with personal recommendation are used.
- Prior to commencement of work, a meeting is held on site to agree how potential problems can be avoided.

17.1 For a contractor to get onto the LA 'approved' list they need to satisfy the following:

- a. Be capable of carrying out the work in a competent manner, either by qualification or experience.
- b. Can supply the resources to satisfactorily complete the job, without up front payment.
- c. Able to supply several satisfactory references, which should be checked.
- d. Is a member of the relevant trade association.
- e. Has sufficient, and up to date Public Liability Insurance (ask for a copy of the certificate and keep it on file, note the expiry date to check for renewal).
- f. Has an up to date and meaningful safety policy.
- g. Has documented risk assessments.
- h. Agree to abide by the school safety policy and rules, in writing.
- i. Clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

## **18 Ladders**

### **18.1 Extending ladders**

Where extending ladders are used, normally by the Site Manager, proper instruction or training is required (we accept that this training could have been received during previous employment, for example during a period with the Fire Service).

- Roof work, even retrieving balls, should not be undertaken during windy or severe weather conditions. Work on roof edges will not be permitted unless staff use fall restraints, or external contractors have provided suitable method statements.

### **18.2 Stepladders and kick-stools**

There are sufficient stepladders or kick-stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is



designed for this, and has a suitable rail to support the user. Staff are advised to get support from a colleague if using a ladder or stool where necessary.

## **19 Manual handling**

Manual handling includes lifting, pulling, pushing, moving and carrying. All staff are made aware of the risks associated with manual handling and are advised to avoid it as much as possible. Where manual handling is required a suitable assessment should be carried out to minimise any risk and the appropriate level of training is provided. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

- 19.1 Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required. Personal Emergency Evacuation Plans, Moving and Handling tools and training must be considered.
- 19.2 Where necessary, a removal company is employed to move large items of furniture or equipment.

## **20 Office safety**

- 20.1 Display screen assessments are carried out to ensure that the office staff are not exposed to risks from repetitive strain injuries or work related upper limb disorders. The office staff are involved in the assessments. Assessments are reviewed at least every two years.
- 20.2 There is adequate storage provided for files etc; space on top of high cabinets, under the desks and open floor areas are not used for storage.
- 20.3 The office is checked to ensure that trailing cables from computers do not cause tripping hazards.
  - The office floor is kept free of delivery packages.

## **21 Pregnant staff**

The HT should be informed when a member of staff becomes pregnant so an appropriate assessment can be carried out to ensure that her duties will not cause her, or her unborn child, any harm.

## **22 Stress**

The school's policy on stress is:

- a. Staff are aware that stress is not a sign of weakness and that it should be discussed openly.
- b. Staff are encouraged to support one another.
- c. The HT and senior school managers are aware of the signs of stress and aim to provide support where necessary.
- d. Stress is taken into consideration when carrying out risk assessments.
- e. Particular attention is paid to signs of stress during difficult periods i.e. coming up to and during Ofsted inspections etc.



## **23 Security**

We aim to make the school as secure as possible during the day. Doors are not left open where this would allow unauthorised access.

### **23.1 Visitors**

Visitors to the school are directed to the main office by signs outside.

- Visitors, even regular visitors, contractors etc, sign the visitors' book in reception and are issued with visitor badges.
- If someone unknown is encountered in the school not wearing a valid badge, we follow the procedure set out in the Intruders section below.
- Visitors sign out at the end of the visit.

### **23.2 Valuable equipment**

All valuable equipment (ie. over £100) is security marked and an inventory compiled and maintained by the office administrator in conjunction with the HT and the Site Manager.

### **23.3 Personal property**

Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room lockers during the day.

- Pupils are discouraged from bringing valuables into school, however, they can ask the class teacher or office administrator to look after small amounts of money they may bring in.
- Parents are reminded to identify pupils' clothing by securing name-tags to them.

### **23.4 Cash**

All cash is kept in the school safe or dedicated strong room. Cash is not stored on the premises for longer than necessary. Dinner money is no longer paid in cash – it is now paid electronically through SchoolMoney.

### **23.5 Intruders**

All members of the school community share responsibility for identifying and reporting possible intruders. Reports are made to the school office. The 'school safe' system is used for contacting the police and triggering the school telephone notification tree.

- Potential intruders are approached and asked "May I help you?" or "Is someone helping you?" If necessary, intruders or unwelcome visitors are seen off the premises. The police are called if there is any cause for concern or any disturbance on the school premises.
- In the case of any emergency, including an intruder or unwelcome classroom visitor, a phone call should be made by the staff member to the HT, office or any available member of the leadership team.

## **24 Auditing the safety system**

The safety system is regularly checked to ensure that it remains up to date and effective. A safety audit is carried out annually by the H&S team. As part of the audit, the auditors check Health and Safety records and walk through all parts of the school to look for failings in the system.

## **25 Lettings**

The school has a *Charging and lettings policy* (available on our website or from the office on request) which specifies the health and safety requirements and expectations. We expect letting



groups to abide by the requirement to consider their own first aid needs. The school Emergency evacuation procedure will be given to them to ensure they familiarise themselves with evacuation routes. Lettings groups must keep in touch with the site manager throughout their time at the school.

**26 Health and safety assistance**

The school seeks the assistance of the health and safety department of the LA as necessary. This department provides advice, guidance and training on health and safety law and what the school needs to do to comply with that law.

**27 Safety training**

Safety training is considered by the HT and the Resources committee and appropriate training is arranged for staff. Safety training is given to new or relief teachers as soon as they join the school. As an absolute minimum, this basic training includes the procedures for fire and first aid. New staff are also made aware of this policy and the procedures for implementing it. The HT arranges refresher training as necessary.

**28 Communication and consultation**

All staff must familiarise themselves with this policy. It will be provided as part of induction for new staff and, as relevant, for existing staff. Staff must abide by all requirements of this policy and keep management updated of any change of conditions.

**29 Monitoring and review**

The HT will monitor this policy and, together with the Resources committee, will review it annually and revise as necessary for ratification by the full GB.

**30 Glossary**

COSHH	Control of Substances Hazardous to Health
DfE	Department for Education
HT	Headteacher
LA	Local Authority
Ofsted	Office for standards in education
PAT	Portable Appliance Test
RSPCA	Royal Society for the Prevention of Cruelty to Animals

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