



# Health and Safety Policy



## Health and Safety Policy

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### Summary

The Health and Safety at Work, etc Act 1974 requires all organisations which employ 5 or more people to prepare and review, as frequently as is necessary, a health and safety policy.

It is the policy of the Education and Libraries Department that all establishments prepare a health and safety policy detailing the local arrangements that has been put in place in order to fully implement the department's policy and guidance and therefore complying with health and safety legislation and recognised good practice.

This document gives guidance on the preparation of a health and safety policy as well as a model health and safety policy for amendment by the school.

It is recommended that a separate Off-site Visits policy is developed.

### Management Action

- To develop, consult and adopt a school health and safety policy;
- To implement a safety management system;
- To implement the responsibilities and procedures within the policy;
- To ensure that all staff are aware of the policy;
- To measure the performance of the policy;
- Review and revise policy as and when necessary.

### Useful Contact

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### Part 1 Guidance on the Preparation of a Health and Safety Policy

#### 1. Introduction

It is the policy of Headstart School that we have a written Health & Safety Policy Statement. The purpose of this document is to manage health and safety at a local level and to ensure that safe systems of work are developed, implemented and maintained.

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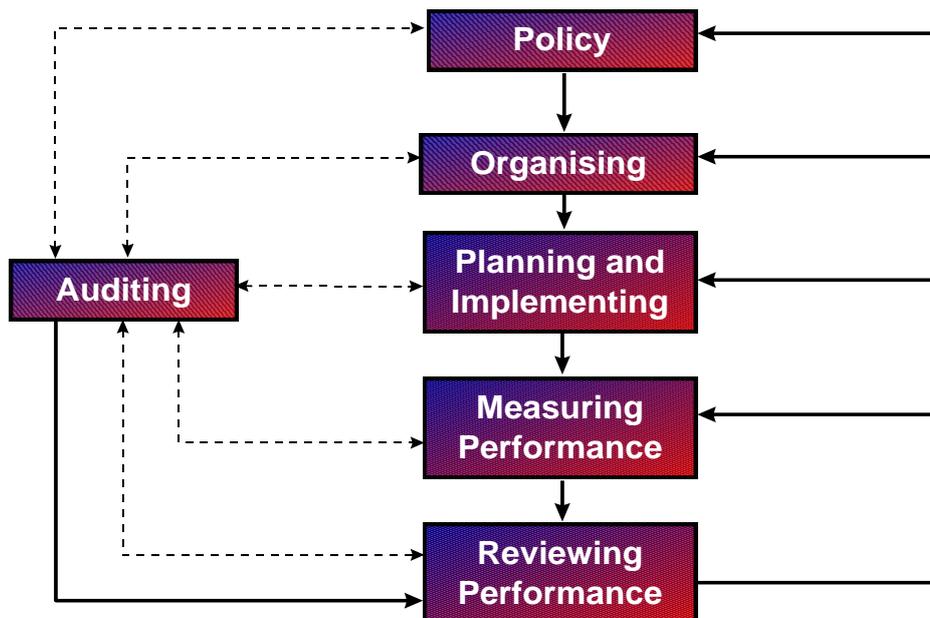


It will be necessary to refer to other sources of information and guidance. Most of the sections will contain suggestions for further reading in which you will find suitable technical information to enable you to establish your own policy and procedures in your school. Some of these titles are already contained in schools.

The model policy is intended to provide guidance. It is not a rigid document and there may be sections which do not apply. Similarly, the information given may not be all inclusive. There may be issues or activities you need to address which may not be covered here.

The establishment is obliged to bring the Policy to the attention of ALL staff. Where the document is succinct it is useful to issue all employees with a personal copy and to record the date of issue. If a large number of staff are either part-time or casual, then it would be acceptable to make a number of copies available for viewing but evidence must be retained to indicate that they have been notified of its location and that they were encouraged to reference it. This could form part of the health and safety induction.

## 2. Health and Safety Management System (HSG65)



### 2.1 Policy.

There is a legal requirement to have

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a health and safety policy and many other aspects of safety management are subject to legal requirements.

## 2.2 Organising.

Policies are implemented by people and this requires their continued motivation and involvement. The HSE has identified that successful organisations establish, operate and maintain systems for the four Cs, that is, Control, Co-operation, Communication, and Competence.

## 2.3 Planning and Implementing.

A key aspect of planning is risk assessment since if we do not know what risks there are in our area we are in no position to manage them. Please see the departmental policy on Risk Assessment for further information.

Implementing is primarily concerned with the actions required to deal with specific types of hazards.

## 2.4 Measuring performance.

There are two parts to measuring performance, reactive monitoring and active monitoring.

- **Reactive monitoring** deals with the reporting, recording and analysis of loss data including injuries and ill health. It serves two main functions.
  - Using trend analysis, it monitors whether performance with respect to losses such as accidents is improving or deteriorating.
  - Using investigations of individual incidents which have happened, and epidemiological analyses of aggregated data, it enables us to learn from what has gone wrong in the past.
- **Active Monitoring** deals with the proactive element of monitoring e.g. before something goes wrong. **Risk assessment** is concerned with identifying things which **could** go wrong, so that action can be taken before they **do** go wrong.
  - **Continuous active monitoring by everyone.**  
This type of monitoring is what everyone has to do all the time to check that workplace precautions continue to work effectively.
  - **Periodic formal active monitoring by managers.**  
This active monitoring is carried out as a formal check that all aspects of safety performance are at an acceptable level.

## 2.5 Reviewing performance.

The primary purpose of performance

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review is to enable organisations to learn by experience and use the lessons learned to improve their health and safety performance. The reviews should be conducted regularly by managers at all levels in the organisation and cover all aspects of health and safety performance.

### 2.6 Auditing.

Auditing is the process of obtaining a systematic and independent view of the health and safety performance of an organisation. In the context of auditing, "independent" means independent of the line management being audited. As with reviews, audits should cover all aspects of health and safety performance.

## 3. Guidance on a Health and Safety Policy

**Statement of Intent:** This statement should summarise in a general form the school's intentions regarding the provision of a safe working environment both for its staff, pupils and for others who may be affected by the work of the school. Again, this should be succinct and should not exceed one side of an A4 sheet. *(This reflects the "Policy" element of HS(G)65. and should be signed and dated)*

**Contents or Index:** To allow easy reference to safety procedures an index should feature near the beginning of the policy. The following items are those elements that should be considered as the minimum.

**Organisation within the school:** This could be in the form of a flow chart indicating the hierarchy of responsibilities. By including both staff designation and title, names may be excluded later in the text so reducing the number of pages that need to be reissued following job moves and promotions. *(This reflects one component of the "Organisation" element of HS(G)65.)*

**Safety Responsibilities** of groups or individuals, linked to specific posts should be clearly identified. This element could be drawn from job descriptions or where these are limited the defined responsibilities can be used when appointing replacement staff. Responsibility for health and safety functions should extend to and included every member of the school. Care should be taken to ensure that staff are identified to maintain each of the assessments/records required by legislation. This is probably the most important element of the document as regards the management of health and safety. Without clearly specifying individual's responsibilities then little will be achieved. The saying "What is everybody's business is nobody's business" holds true. *(This reflects one component of the "Organisation" element of HS(G)65.)*

**Safety Consultation:** There is a legal

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requirement to consult with employees and their representatives. This can be through a health and safety committee or existing consultation arrangements within the school. A health and safety committee is only required by law when formally requested by two Trade Union Safety Representatives, at the same establishment. The constitution and membership should be included in the arrangements section where appropriate. Where a formal health and safety committee is not in place, it is recommended that health and safety is included as a standard agenda item on team/staff meetings and also discussed at Senior Management and Governor level. The arrangements for consultation and other means of formal communication between staff on safety matters should also be included at this stage. *(This also reflects one component of the “Organisation” element of HS(G)65.)*

**Emergency Procedures** including action to be taken in the event of Fire, Accident and Injury, Bomb Threat etc., together with means of calling the emergency services, must be documented. Arrangements for extreme weather and trespassers/failures in security should be included as well as action to be taken if there is a suspected release of asbestos fibres, gas, etc. Reference to responsibilities and the maintenance of such systems could be included at this point as would a list of ‘fire wardens’ or ‘first aiders’. *(This reflects one component of the “Planning and Implementing” element of HS(G)65.)*

**Accident Reporting** procedures should be clearly documented encouraging ALL accidents to be recorded. This may include injury, non-injury and near miss events.

**Health Issues.** This section is used to define standards and arrangements that are in place to control the risk of ill health within the work environment. In particular it will make reference to smoking, drinking and drugs as well as to stress. It should emphasise the awareness of the organisation to the possibility of underlying causes and its commitment to provide support to employees. It is also useful at this point to outline the arrangements for expectant mothers.

**Procedures of Safe Practice.** A table or list identifying accepted operating procedures and location of such information can be used to advantage. This helps to contain the size of the Safety Policy yet informs staff of minimum standards that must be achieved. Such information may be in the form of ‘HSE Guidance Notes’ or ‘Curriculum Codes of Practice’. *(Again, this reflects one component of the “Planning and Implementing” element of HS(G)65.)*

**Training Arrangements:** As some staff may be apprehensive or unaware of the process relating to the identification of training needs, details should be included. *(This reflects one component of the “Organisation” element of HS(G)65.)*

**Monitoring Arrangements** in the form of safety audits, inspections, accident investigation /analysis and reviews including frequency and process details should be documented. Without a firm commitment to frequency and form it is unlikely that an organisation will fulfill its obligations with respect to the “Management of Health and Safety at Work Regulations 1999”. *(This reflects the requirement of “Measuring Performance, Reviewing Performance and Audit” elements of HS(G)65.)*

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Safety Policy Review details, including frequency, should be publicised.

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## HEALTH & SAFETY POLICY and PROCEDURES

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## General Policy Statement

The Head teacher of Headstart School believes that the health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Executive Head of School, **Nicola Dann**, to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Head of school will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition, the head of school will undertake to ensure compliance with policy and guidance produced by the Education and Libraries Department.

The Head of School will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition, we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the head of school that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

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A handwritten signature in black ink, appearing to be 'W. G.', is written above the signature line.

Signed .....Executive Head of School

Date .....01/09/14.....

**1. Staff are as follows:**

**Executive Head**

**Head of School**

**Assistant Heads**

**Key stage leaders**

**Teachers**

**Trainers**

**Support workers**

**Site Supervisor**

**2. Organisation within the School to meet the requirements itemised under the General Policy Statement.**

Ultimately the responsibility for all School organisation and activity rests by definition, with

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the Head of School. However, all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.

### 3. Head of School

The Head of School has overall responsibility for safety policy, organisation and arrangements throughout the School and will:

- make regular reports on safety matters.
- provide liaison with the Inspectors: LEA, DfES, and HSE with regard to safety aspects.
- budget for health and safety matters.
- nominate a Health and Safety Co-ordinator

The Head of School will also:

- a. review the Safety Policy, in conjunction with the Health and Safety Co-ordinator no less frequently than once every two years and when significant changes occur within the organisation of the school.
- b. develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling.
- c. ensure health and safety issues associated with major building projects are complied with.
- d. ensure that health and safety is co-ordinated throughout the school.
- e. ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents
- f. chair the Health and Safety Committee, or nominate a member of senior management team to undertake this activity (if in place within school).
- g. ensure, in conjunction with all teaching staff, that health and safety is considered as an integral part of course syllabi both in the preparation of new course submissions and in their reviews.
- h. identify staff training requirements, in conjunction with Health and Safety Consultant to allow the school to comply with legislative and good industry practice that relate to or affect health, safety and welfare.
- i. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation.

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- j. ensure that Departmental Inspections are carried out at regular intervals and that necessary remedial action is carried out.
- k. develop and establish emergency procedures, and organise fire evacuation practices within the school.
- l. have a general oversight of health and first aid matters.
- m. monitor the general safety programme.
- n. publicise safety matters.
- o. liaise with outside bodies concerned with health and safety.

The Executive Headteacher will assume these duties in the absence of the Head of School and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
  
- breach of the law

### 3.2 Head teacher

The Headteacher is responsible for staff training throughout the school and in particular is responsible, in consultation with the Head of School and Health and Safety Co-ordinator, for the identification of and the organisation of health and safety training of sufficient numbers of staff to comply with legislative requirements and good industry practice. In particular s/he will ensure

- a. all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Safety Policy outlining restricted tasks and activities.
- b. adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements.
  - First aid
  - Fire and emergency evacuation
  - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.
- c. staff receive appropriate training so that they may carry out their work in a safe manner.
- d. sufficient staff are adequately trained to undertake teaching duties that relate to or affect health, safety and welfare.

### 3.3 The Health & Safety Co-ordinator Nicola Dann will oversee the Health and Safety Officer

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management throughout the School.

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The Health and Safety Officer is responsible for daily Health and Safety checks and will:

- a. assist with inspections and safety audits.
- b. investigate and advise on hazards and precautions.
- c. develop and establish emergency procedures, and organise fire evacuation practices within the school.
- d. have a general oversight of health and first aid matters.
- e. monitor the general safety programme.
- f. make recommendations to the Head of School for matters requiring immediate attention, e.g. safety reports.
- g. make recommendations to the Head of School on matters of safety policy in compliance with new and modified legislation.
- h. publicise safety matters.
- i. liaise with outside bodies concerned with safety and health e.g. Health and Safety team at County Hall.
- j. monitor accidents to identify methods of reducing accidents.
- k. reports on health and safety matters with respect to the School buildings and grounds are prepared.
- l. safety procedures are developed and adhered to for operations carried out within the School by his/her staff and by outside contractors under his/her control. In particular he/she must ensure work complies with the Construction (Design and Management) Regulations.
- m. undertake termly premises inspections and keep records of any faults identified and remedial action and when.
- n. keep records of hazards identified on site by staff and the remedial action taken and when.
- o. routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken.
- p. the provision and maintenance of all 'fire' equipment, including liaison with the local Fire and Rescue Service regarding the maintenance of all School fire certificates and for the preparation and review of Fire Risk Assessments.
- q. ensure all portable electrical equipment is tested on a regular basis.
- r. ensure all accidents within the area of responsibility are recorded in line with the school policy.
- s. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### **3.4 Educational Visits Co-ordinator (Sue Sheeran )**

- a. to be involved in educational visit management in order to ensure that the Offsite Activities and Educational Visits, Guidelines are followed.
- b. to work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment.
- c. after discussion with the Head of School, ensure that the schools educational visits meet the school's requirements.

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- d. to confirm that adequate risk assessments have been carried out.
- e. support the Head of School in the management of and evaluation of educational visits.
- f. confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.

### **3.5 Heads of Department (Key stage leaders)**

Each Head of Department is responsible for the provision of safe working conditions for staff and students and in particular to:

- a. prepare reports on safety matters for the meeting of the Senior Management/ Health and Safety Co-ordinator.\*
- b. nominate, in conjunction with his/her manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment.
- c. notify Health and Safety Co-ordinator of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage.
- d. ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified.
- e. instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice issued by the LEA e.g. CLEAPSS, BAALPE.
- f. carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out.
- g. ensure all portable electrical equipment is tested on a regular basis.
- h. ensure all accidents within the section are recorded in line with school policy and investigate reports of accidents and dangerous occurrences in his/her designated areas.
- i. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- j. identify staff development requirements with reference to health and safety.
- k. attend to defect reports and recommendations from the Head of School, Staff, Safety Representatives and the Health and Safety Co-ordinator.
- l. budget for safety equipment for his/her designated areas.
- m. circulate publicity relating to safety matters to staff within their control.

### **3.6 Teachers**

Teachers are responsible to their line manager for the immediate safety of the students in his/her classroom, laboratory or workshop. Nominated teachers are responsible for particular classrooms, laboratories and workshops and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

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Additionally, each teacher will:

- a. follow safe working procedures personally
- b. give adequate safety information in lessons as required.
- c. see that special working procedures, protective clothing and equipment, etc., are provided and used where necessary
- d. attend to general tidiness in the work area.
- e. ensure that clear instructions and warnings are given, to students, verbally and in writing as often as necessary
- f. report defects and make recommendations to the Head of Dept or Health and Safety Co-ordinator where necessary.
- g. ensure all accidents are recorded in the School Accident Report Book

### **3.7 Teaching Assistant**

The teaching assistant is immediately responsible to the teacher whilst the class is in session, otherwise his/her line manager

Additionally, teaching assistants will:

- a. follow safe working procedures personally.
- b. be familiar with the general and particular safety rules that apply to his/her area of work.
- c. maintain good housekeeping standards.
- d. report defects to his/her line manager.

### **3.8 Staff First Aid Co-ordinator (Amanda Tuthill)**

The First Aid Co-ordinator, when on duty is responsible for supporting health and welfare issues within the School and in particular:

- a. to be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate.
- b. to maintain the school medical rooms and equipment.
- c. to monitor student health records prior to entry and to report/advise of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy).
- d. to assist in the monitoring of first aid equipment and boxes on School site.
- e. to assist in the development and health promotion activities at the School.
- f. ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders.
- g. to ensure the necessary records are maintained relating to accidents associated with the work of the school.



### **3.9 Work Experience Co-ordinator (Mark Grandsen)**

The Work Experience Co-ordinator is responsible for developing procedures to ensure that students, placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks and in particular he/she will ensure that:

- a. all work placement providers are assessed prior to use for the first time.
- b. monitoring arrangements are in place to ensure standards are maintained.
- c. assist in the assessment of placements where there are particular causes of concern.
- d. ensure risk assessments are carried out for young people employed by or on work experience placement with the school.

### **3.10 Subject Co-ordinators/PersonalTutors**

The subject co-ordinator has similar responsibilities to those of the teacher and in addition the subject co-ordinator will:

- a. ensure that each student receives a copy of, and understands the implications of the 'Students Health and Safety Sheets'.
- b. include within the teaching programme of full-time and part-time courses, specific safety modules as appropriate to their area of study, e.g. DSE Workstation Set-up, Electricity at Work, Storage and Handling of Substances.
- c. ensure that work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by students unless proof of training/competence is available.

### **3.11 Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the School should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Health and Safety Co-ordinator/Premises Co-ordinator for him/her to rectify or, failing that, reporting to Georgina Chandler or Laurence Gilbert site supervisor.

Staff must ensure that contractors arriving at site, report to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Head of School to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the LEA Policy on Asbestos and the Management of Contractors.

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### 3.12 Members of Staff Generally

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

*'It shall be the duty of every employee while at work*

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'*

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

### 3.13 Students

Each student is responsible for his/her personal safety and that of his/her colleagues by proper observation of School rules and procedures.

In particular, each student will:

- a. observe standards of dress and behaviour appropriate to the working situation.
- b. heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- c. not wilfully misuse, neglect or damage things provided for safety.
- d. observe rules highlighted in the Students' Safety Policy.



#### 4. Health and Safety Committee (only if appropriate)

The Health, Safety and Welfare Committee representing the various groups within the School is comprised of -

- Head of School (Chair Person)
- 2 Managers (1 Curriculum Manager and 1 non-teaching manager)
- Health and Safety Co-ordinator
- First Aid co-ordinator
- Site supervisor
- One student who must normally be an officer of the Student Committee (if appropriate)

*Where possible efforts must be made to ensure as wide a spread of curriculum and support areas of the school are represented.*

**4.1 Overall Function and Objective:** The provision of effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed.

#### 4.2 Specific Functions:

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the purview of the Committee generally and to make recommendations/observations to the Board of Governors accordingly.
- To consider and make recommendations to the Board of Governors regarding individual health and safety problems which have not been resolved at operational management/ safety representative level, or at section level.

*Note: The School Health and Safety Committee, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have been taken to resolve the problem at departmental/ section level. The Committee shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Head of School through his/her staff representative.*

- To develop policy to improve and maintain health and safety issues for staff and students.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety and welfare matters.

NB: where a health and safety committee is not in place, consultation arrangements

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must be put in place by the school and summarised in this section.

## 5. Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

### 5.1 *Crisis Management Team:*

The Head of School  
Health and Safety Co-ordinator  
Premises Co-ordinator

### 5.2 *Function of the Crisis Management Team:*

- to act as the decision-making authority for the management of an incident.
- to develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation.
- to establish and maintain a crisis management centre. The Centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- to assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
- to test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

## 6. General Emergency Procedures Relating to Emergencies on the School site.

The summoning of emergency services is via the telephone. The FIRE WARDENS (Inclusion Staff) will also contact:



A member of the Senior Management Team                      for information  
Deputy Head    if students are involved  
Premises Co-ordinator    if building access is required or if it is  
necessary to isolate electrical supplies etc.

Out of school hours, please contact emergency services by dialling 999 and the on-duty member of the site team.

## 7. **Fire Procedures – (See also the separate Fire/Emergency procedure policy)**

The signal for evacuation will be the continuous ringing of the fire bell or shouting “Fire, Fire”. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly – not run – and take no belonging with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteer helpers, etc are accounted for.

### **Assembly Points: *by the school gates***

**The Senior Team** (or in their absence the Head of School) must take the registers and visitors book.

Staff must report to the senior member of staff whether all of their pupils/visitors/volunteer helpers, etc are safely out of the building.

**Each teacher** must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Head of School to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers, helpers or other visitors to their classrooms in times of emergencies.

**Each teacher** must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Head of School who will ensure that there is a lunchtime practice at least **yearly**.

The fire wardens will check the toilets. The Head of School will arrange staff to cut off supplies of gas and/or electricity should the need arise.

**The Headteacher** will organise fire drills as appropriate, but at least once a term, and (ideally) before the end of the first week of each term. Each fire drill will be recorded in

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the fire log and monitored for effectiveness by the Head of School.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Head of School for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Head of School will ensure that these notices are displayed in a prominent position as part of the premises inspection.

**Any pupil with special needs** must be given special consideration by their class teacher as to whether or not an individual evacuation plan is required. This will need to be devised with the Head of School, if the class teacher or SENCO identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

## 8. **Bomb Incident Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Crisis Management Team will liaise with the Police, LEA and Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means.

Any member of staff who receives information regarding a bomb on-site or identify any suspicious packages/items must immediately inform the Head of School or a member of senior management in their absence.

## 9. **First Aid Procedure – (see also First Aid Policy on the Provision of First Aid)**

There will be at least four people on the staff who will have a current first aid training, with the aim that there should be one qualified person on site at any one time.

The named first aiders for the school are listed in Appendix A at the end of this document and also published in school on the wall in every room.

First aid boxes are kept in the reception, first aid room, room 3, student kitchen, motor vehicle workshop, ASDCN, Primary Kitchen, workshop (room 12) and in all school vehicles. The First Aid Co-ordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.

All injuries which come to staff attention, no matter how slight, should be recorded in the First Aid Book and/or County Council Incident/Accident Report Book.

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**10. Accident Recording and Reporting** - (see also the **First Aid** Policy on Accident Reporting and Investigation)

***In the event of an accident the following procedure must be followed:***

- render any equipment inoperative.
- summon assistance.
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
- if the injured is mobile then he/she should be taken for emergency treatment to the Hospital. Caroline Belchem Headteacher is responsible for arranging for a member of staff to transport the student/staff to hospital.

No student may be sent to hospital unless accompanied by an adult. Every effort should be made to contact parents or carers in time for them to accompany the casualty or meet the ambulance at the hospital; but removal should not be delayed on this account. Where a student is sent to hospital before parents have been informed the school office must be made aware of this and they will continue trying to contact the parent.

Where an accompanying adult is delayed at the hospital pending parental arrival, emergency cover must be arranged by the Head of School or Health and Safety Co-ordinator. Where necessary, eventual recovery to School can be by taxi and reimbursement claimed in the usual way.

Where time permits the casualty should be accompanied to hospital by a written report of the circumstances, to assist diagnosis and treatment, and a printout of the pupil's medical history can always be obtained from doctor. Where appropriate COSHH product safety data sheets may also be required. However, evacuation should never be delayed by the absence of any of these purely supportive documents.

All staff must report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details in the /Accident Report Book. Pupil accidents, depending on the severity will be reported either in the First Aid book. As the school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive it is important that Nicki Dann is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

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All accidents will be investigated to prevent re-occurrence.

## 11. Health Issues

**11.1 Smoking.** – In an effort to reduce the risk to health from passive smoking, Smoking is not allowed on site.

**11.2 Alcohol and Drug Abuse** – (see also school policy on Alcohol and Drugs)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. For help contact your supervisor who will contact our in house counsellor.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

**11.3 Stress** - Stress has been shown to result in “physical symptoms” such as exhaustion, poor sleep, anxiety, palpitations, hyperventilation, and general malaise. However, it has also been shown that some stress is necessary on a day-to-day basis, to stimulate us, keep us alert, and prevent boredom.

Studies have shown that excessive workloads can be directly linked to stress and ill-health. It has also been shown that levels of stress are generally higher amongst workers who have a high workload, little control over the speed at which it is presented to them, and how they choose to deal with it.

If you have any concerns regarding your workload and the effects it may be having on your health then do not hesitate to discuss these with your manager. If you do not wish to discuss a particular problem with your line manager then you do have access to our counsellor.

**11.4 Expectant Mothers.** - (See also Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.



Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and/or their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

#### **Procedure**

- Female staff (full and part-time) are required to inform their Line Manager and the Personnel Section as soon as possible and in writing when pregnancy has been confirmed.
- The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alters in any way.
- The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

#### **12. Risk Assessments and Guidance Notes/ School Codes of Practice – (see also LEA Policy on Risk Assessment)**

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by Georgina Chandler.

The following staff will complete risk assessments for the areas highlighted below:

- |                       |                           |
|-----------------------|---------------------------|
| Machinery             | Site Supervisor           |
| • Curriculum          | Subject leader or teacher |
| • Off-site Visits     | Sue Sheeran               |
| • Individual/specific | Caroline Belchem          |

*Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.*

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Various Codes of Safe Working Practice and guidance issued by the Department for Education and Skills are available either in School or by accessing on the Web. Appropriate information is also held at Departmental level. All new and existing staff should be aware of the contents relevant to them.

**Departmental Codes of Practice**

**DES Safety Series Booklets**

- School Physical Education
- School Trips
- School Craft Design & Technology
- School Science
- Caretakers and Cleaners
- School Meals Staff
- Drama
- School Woodworking Machinery
- Use of Mobile Scaffolds.

- Safety in Physical Education
- Safety in Outdoor Pursuits
- Safety in Practical Departments
- Safety in Science Laboratories
- Hygiene in Special Schools
- Hygiene in Special Schools
- Safety at School: General Advice

The LEA has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

**12.1 Departmental Health and Safety Policies**

Within this establishment activities, processes or equipment which require safe working procedures, and which are not referred to in the documents mentioned in paragraph are featured within Departmental Health and Safety policies.

All Heads of Department are responsible for drawing up and maintaining policies for Health and Safety within their Departments. These policies will be consistent with the School Policy and will reflect the specific needs, practices and hazards relating to the Department.

These Departmental Policies will be part of the Departmental Guidelines issued to all members of staff teaching or working within the Department and lodged with the Acting Head.

Copies of the Departmental Health and Safety Policy will be lodged in addition with the Co-ordinator for Health and Safety and with the Head of School.

**13. Specific Hazards**

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

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### **13.1 Display screen equipment – (see also Policy on Display Screen Equipment)**

All staff who use PCs must complete the Workstation Assessment Checklist to be returned to Alex Humphrey.

DSE 'users' are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. The optician's fee for the eyesight test will be reimbursed by the school.

### **13.2 Electrical Equipment – (see also Policy on Electricity)**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually under the terms of the maintenance contract. Site Supervisor is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to Site Supervisor immediately.

The Head of School must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil.

### **13.3 Machinery and Equipment (see also Policy on Work Equipment)**

There is a list of all equipment owned by the school and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and pupils.

Where manufacturers instructions are not available, the Head of Department, as appropriate, will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Co-ordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instruction will be exhibited close to the equipment or machinery to which it relates.

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#### **13.4 Manual Handling** (see also Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. There must always be at least 2 pupils per piece of equipment or mat. Close supervision is appropriate at all times.

H&S committee will be responsible for undertaking risk assessments for manual handling tasks. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

#### **13.5 Housekeeping** (see also Policy on the Workplace Regulations)

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The site supervisor will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The site supervisor will report all hazards, obstructions, defects or maintenance requirements to the Head of School. It is the duty of all staff to be vigilant and aware of possible hazards.

The school will be cleaned as per the cleaning schedule and will be monitored by the Head of School. All waste will be disposed of according to appropriate health and safety guidelines.

#### **13.6 Violence At Work** (see also Policy on Personal Safety)

All staff must report to member of SMT any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported to the Head teacher.

#### **13.7 Off-site Visits** (see also LEA guidance on Off-site Visits)

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school policy on educational visits.



### 13.8 Hazardous Substances (see also LEA Policy on Hazardous Substances)

Responsibility for implementation of the COSHH Regulations and for their annual review and (where necessary) updating has been delegated to Heads of Departments where technical considerations so require. The Heads of Departments concerned are those for CDT, Art, Science, Reprographics and the Site supervisor.

The law requires that any substance used in the school must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

If asbestos or a substance that resembles it is discovered, this should be reported to the Health and safety co-ordinator in the first instance who should immediately inform Nicki Dann Executive Head. [An asbestos management survey is booked for Thursday 24<sup>th</sup> September, 2015. We have NO asbestos on site.ND.](#)

A record of the arrangements currently in force will be maintained by the Health and Safety Co-ordinator. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to the COSHH Regulations may consult the Health & Safety Co-ordinator.

All colleagues have a statutory duty to assist the Executive Head of the School in the observance of these Regulations.

### 13.9 Radiation

No radioactive substances stored on site as all removed in 2012.

### 13.10 Pressure Systems

All pressure vessel systems in the School will be listed on the inventories of the departments concerned.

All pressure vessel systems in the School will be subject to annual inspection by an LEA appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the health and Safety Co-ordinator and must be consulted prior to any inspection.

### 13.11 Noise at Work (see also policy on Noise at Work)

All members of staff need to be aware of

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“nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to Nicki Dann.

### 13.12 Lettings

If the school is let, the Head of School must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

### 14. Use of Minibuses and Other Vehicles (if appropriate)

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on School business.

#### **Eligibility to Drive – All drivers must:**

Aged 21 and under 65 and have held a full current driving licence for at least three years

Be authorized by their line manager to drive a minibus;

Drivers of vehicles on the School campus are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 5 mph is imposed on vehicles on the school site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify Site Supervisor of any faults identified with the minibus.

Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

**NB: Headstart mainly use people carriers.**

### 15. Administration of Medicines (see also School Policy on the Administration of Medicines)

Amanda Tuthill supervises self administration and keeps a record that they have been taken. We must stress that children should not be at school if they are unwell and if at all possible, children should receive their medication at home.

Permission for self medication will only be given if prescribed by the doctor and the appropriate form has been completed or a clear written message is received in school. If a child arrives at school with medication and no written instructions or authorisation, a

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telephone authorisation will be accepted for one day only.

Drugs to be given should be sent to the school as a single dose, wherever possible, clearly marked with the name of the child. They will be stored securely in the office.

Inhalers for asthmatics will be kept in the office but available for immediate use. This is in order to prevent damage or loss which might occur if they are kept on a child's person, to allow an accurate record of usage to be kept and for the safety of other pupils in the school.

Each parent will be issued with a copy of this statement at the beginning of each school year.

## 16. Training and Information.

Every member of staff will have a copy of this document and will complete an induction programme in order to ensure that they are informed of key information.

The Head of School will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors;
- assess the training needs of new members of staff.

Every member of staff will be made aware of the health and safety and If any member of staff feels the need for training they must alert the senior management team.

The school has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

## 17. Monitoring Health and Safety

Health and safety standards must be monitored by the senior management team in conjunction with the school governors by the following:

- SMT will include health and safety as part of the agenda of their regular meetings
- the head of School will conduct an annual inspection.

### 17.1 Inspections

To maintain and improve standards throughout the school a termly premises inspection will take place and records kept. The school will be inspected by Brendan Commene, Head of School

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## 17.2 Auditing

As a means of confirming that the necessary systems are in place school will complete a health and safety audit every 4 years. The action points identified through the audit will form part of the school development plan.

## 18. Visitors

The Head of School must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

Mark Grandsen will ensure that volunteers have the necessary safety information.

## 19. Record Keeping

In the previous sections reference has been made in various places to record keeping. There follows a list of those responsible for maintaining such records and where they are kept.

<b>Records of:-</b>	<b>Produced by:-</b>	<b>Where kept:-</b>
Accident on Site	Those involved in the accident	First Aid Room
First Aid administered	First Aiders & Appointed Persons	First Aid Room
Risk Assessments		ON SYSTEM
COSHH Assessments		H and S File
Electrical Tests	Approved contractor	H and S file
Maintenance of machinery and equipment	Approved contractor	H and S file
Manual Handling Assessment	Heads of relevant Departments	H and S File
Training of staff & students	H&S Co-ordinator	Staff induction
Violent incidents	Staff involved in incident	Incident book
Testing of Equipment	Approved contractor	H and S file
Accident Investigations	Staff involved in accident	Accident book

## 21. Safety Policy Review

The school acknowledges that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on a bi-annual basis.

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**List of Useful Contacts in School**

Health and Safety Co-ordinator	<b>ALEX HUMPHREY</b>
Educational Visits Co-ordinator	<b>SUE SHEERAN</b>
First Aid Co-ordinator	<b>AMANDA TUTHILL</b>
FULL First Aiders	<b>SUE SHEERAN, MIKE PARSONS, ALEX HUMPHREY, AMANDA TUTHILL, SUE CARNELL, CHERYL SPOKES, TERRY EVERITT, BEV CURTIS (PAEDIATRIC)</b>
First Aid Trained	LORRAINE COLEGATE, AMANDA TROUGHTON, AMELIA STONER, ANDREW BELCHEM, RALPH ATKINSON, SHELBY WRIGHT, ANGELA BRANNEY, CAROL COLLINGWOOD, CELIA HOAD, CAROLINE BELCHEM, ANTHONY SHEARING, CHRIS FRY, CLAUDIO CORRADETTI, DEB HOYLAND, GERARD HOLDEN, HANNAH DEUBERT-CHAPMAN, HARRY WILLS, LORNA JAMES, LOUISE HARRISON, LUCAS MANN, MARK GRANSDEN, MARK GREEN, MATT MAXWELL MIKE BERRY, OLI BOLWELL, REBECCA CORRADETTI, SHARON WRIGHT, SUE MALONE, WARREN POTTER
Responsible for reporting Accidents/incidents	<b>INCLUSION STAFF/TEACHER INVOLVED OR WITNESSING EVENT</b>
Site supervisor	N.DANN
Work Experience Co-ordinator	<b>MARK GRANSDEN</b>

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