



## Health and Safety Policy

**Reviewed and Approved by Business and Premises Committee  
On: 14 March 2018**

**Reviewed and Ratified at the St Edward's Full Governing Body  
On: 26 April 2018**

**Next review date: Spring 2020**

**Member of SLT responsible: Mrs M Lane**

## **Health and Safety Policy Statement**

It is the policy of The Governors and the Headteacher to comply with both the letter and intent of current and relevant Health and Safety Legislation.

The School attaches great importance to the safety of its staff members, children and any others who may be affected by its activities. We believe students should be able to experience a wide range of activities and the school policy is that health and safety measures should help them to do this safely,

1. All school staff are trained in the tasks required to execute their duties and ensure the safe operation and maintenance of plant, equipment and facilities.
2. All staff are aware they have a responsibility to look after their own and others' health and safety and have a duty under the common law to take care of students in the same way that a prudent parent would do so. Employees are also required to inform either the Site Manager or the School Business Manager of:
  - Any work situation representing a serious and immediate danger, so that remedial action can be taken.
  - Any building or equipment with a defect effecting the Health and Safety.
5. This Policy is reviewed annually, in conjunction with the Emergency First Aid policy, together with procedures, rules and Codes of Practice which are contained in or referred to in both Safety Policy Documents.
6. Every staff member will have access to a copy of the Policy Statement on the school Q: drive.

## **HEALTH AND SAFETY RESPONSIBILITIES**

### Organisation

#### **1. The Governors**

- Ensure that adequate resources are available to fulfil the Schools obligations outlined in the Policy.
- The Business and Premises Committee will monitor and communicate relevant changes in legislation to other governors and if necessary liaise with the School staff, or outside enforcement bodies

#### **2. Health and Safety Governor**

- A member of the Governors will be designated to have specific responsibility for overseeing health and safety arrangements and to input to the Business and Premises Sub-Group.
- Monitor accidents on a regular basis through reviewing a summary of accidents provided by the School Business Manager.
- Undertake regular visits to the premises to identify and action concerns.
- Provide support and oversee controls in place.

#### **3. Headteacher**

- Ensure the Health and Safety Policy is understood and implemented by all staff at the school by incorporating into job descriptions and induction programmes.
- Ensure that curriculum risk assessments and risk assessments for individual students are completed by the relevant teaching staff.

#### **4. School Business Manager**

- Liaison with the Local Authority Health and Safety officers
- Maintaining Health and Safety Records, including Accident Report Forms
- Management of Risk Assessment - ensuring risk assessments are carried out and followed up in accordance with the Health and Safety Policy

- Ensure that all persons are advised of the whereabouts of all first aid facilities, the identity of first aiders and procedure for calling them.
- Perform an annual review of the Health and Safety Policy and present to the Governors.

#### **5. Site Manager and Site Team**

- Deputise for the Business Manager when absent from school.
- Are responsible for organising the day to day work in compliance with the Health and Safety Policy and in particular must:-
- Act in a safe manner, observing all H&S practices, acting in accordance with risk assessments and keeping all fire corridors clear of obstruction.
- Prioritise any maintenance work from a H&S perspective and mitigate risks to an acceptable level.
- Identify hazards and ensure that appropriate action is taken to eliminate or control.

#### **6. All staff**

- Develop and periodically review safe working procedures to protect the health and safety of students, staff and visitors
- Ensure that all accidents causing injury or damage, near misses and notifiable diseases are reported without delay.
- *Ensure that adequate steps are taken including the provision of necessary signs and all barriers so that activities do not endanger staff or others.*

#### **8. Other Persons/Contractors**

The Person employing a Contractor will be responsible for ensuring that they are aware that it is a condition of the contract that when on school premises they must comply with the following:-

- All contractors preparing to work or visit personnel on site must report to reception with authorisation and identification before entering the school premises. A visitors badge must be displayed at all times

- Contractors will be vetted to ensure they are appropriately qualified to undertake work.
- Agree to observe school Safety Rules and instructions given by persons enforcing the Schools Health and Safety Policy.
- Not work on the premises until the relevant safety rules are understood and accepted.
- Not work on the premises unless covered by insurance against risk.
- Report to the Site Manager or Site Team / School Business Manager prior to commencement of work in that area and will comply with instructions given by that person for the maintenance of health and safety in their area.
- Report to the Site Manager or Site Team / School Business Manager, if there are any problems with regard to health and safety during the course of work in that area.
- Ensure that work areas have effective barriers to protect staff, students and visitors.

## **HEALTH AND SAFETY ARRANGEMENTS**

### **1. Fire Services**

A fire risk assessment must be carried out for the school on a regular basis and its activities, this contains details of matters requiring attention and a fire evacuation plan, it is essential that all staff are aware of and have a copy of this plan. This survey is undertaken by the Borough of Poole. This is a living document and will be used in conjunction with a fire register and any requirements made by enforcing authorities.

**This document must be maintained on the school premises and be available for an Enforcing Officer who may so require.**

<Q:\SLT\BUSINESS AND PREMISES\PREMISES\Health & Safety\Fire\Fire Risk Assessment\2015\St Edwards School Fire Audit 2014.pdf>

### **2. Evacuation of disabled persons**

We will evaluate the impact of an emergency fire evacuation on disabled visitors at the main reception area using our Personal Emergency Evacuation Plan questionnaire before they enter the school site

Students on the school roll with disabilities, are evaluated by the Special Educational Needs department. Staff with disabilities will be evaluated as part of their induction. See appendix for PEEP and VEEP forms (Personal and Visitor evacuation plans).

### **3. Accident Reporting Policy**

- **In school Process**

Staff are required to report all accidents/near misses. There are a number of notifiable disease identified on a form in the student office which need to be referred to the School Business Manager.

Any injury must, in the first instance, be assessed by a member of staff (teacher) or science technician where chemicals are involved. The member of staff will either (a) inform student office and place student in a safe quiet area or classroom (b) contact the student office and arrange an escort for the student to be taken to the student office for a further assessment and possible escort to the medical room (c) contact reception to arrange a first aider to attend at the accident location and assess the mobility of the student and either escort to the medical room or contact the emergency services.

Staff will have due regard to the medical details held on the MIS regarding students and where relevant inform parents as soon as possible.

A senior staff member will carry out an investigation into the accident and in consultation with the First Aid person, complete the accident report form. The incident monitoring form requiring witness statements and photographs must also be completed by a member of the student office for serious incidents. *See appendix 1*. The school will evaluate the accident and where appropriate put steps in place to limit a recurrence.

The School Business Manager is responsible for ensuring notification of reportable matters to the Borough.

Details of first aid incidents are to be recorded on the MIS system against the student or students involved.

#### **Off location Process**

The trip supervisor will ensure a first aider accompanies the trip at all times and in the event of an accident during the journey will make an assessment and either (a) continue with journey (b) drive to nearest medical facility (c) call for an ambulance. All actions will require the member of staff to contact the school. This process will continue once at the destination of the visit with the first aider assessing any additional first aid facilities available.

#### **4. Accidents to Staff - Reporting Procedure**

Any accident requiring immediate attention must be referred to the nearest designated first aider who will advise the School Business Manager as soon as practical.

The first aid member will deal with the injured, and will decide whether to call an ambulance. If an ambulance is called then the Business Manager needs to be advised.

The First Aider will keep the School Business Manager informed of the extent of the accident.

No matter how slight the injury, the injured person or First Aider will write the relevant information onto an accident form held in the Student Office and complete details on the MIS.

Details of any staff member who is off work for more than three days as a result of an accident at work will be forwarded to the School Business Manager who will inform the Borough Health and Safety Officer irrespective of whether they had been notified at the time of the accident.

Serious accidents must be reported as soon as possible usually by telephone in the first instance.

#### **5. Accidents to Visitors**

All accidents, involving representatives, delivery people, contractors etc. must be reported in the normal way to the sponsoring member of staff and the Borough of Poole. More serious accidents need to be related to the Borough of Poole immediately. All incidents are reviewed termly at the Business and Premises meeting.

Accident forms and monitoring tracking forms are to be completed and the School Business Manager advised.

#### **6. Training**

Health and Safety training will be an essential part of specific job training. The School Management will ensure that all staff members are fully trained with regard to their health and safety responsibilities. General Health and Safety updates will be given as required.

All employees will be given guidance on health and safety and accident reporting procedures during their induction period. Other training will depend upon the needs of the individual and the specific job concerned. Where appropriate training will include:-

- i) COSHH information and data.
- ii) First Aid procedure.

iii) Fire and evacuation procedure.

iv) Manual Handling.

Records of training will be retained on staff files.

## 7. **COSHH** (Control of Substances Hazardous to Health)

It is school policy to examine all substances introduced into the workplace with a view to ensuring that only the least hazardous requisite to the task being carried out is used

Assessments are conducted in accordance with the Regulations and the result will be acted on as required. Records will be held by the appropriate departments and the external cleaning company will be responsible for ensuring this information is available to the school regarding their products.

Before any new substance is introduced, the health and safety information will be obtained by the Purchaser from the supplier. An assessment will be carried out by a nominated member of staff. If on any rare occasion it is found necessary to locally purchase a substance such as a cleaning aid that is not supplied it is first necessary to clear the requisition with the Site Manager and upon purchase the store should be asked for a data sheet which apart from small shops they are bound to supply.

### **Expectant Mothers**

Any expectant mothers will receive a risk assessment of their area of work as soon as identified. Any mothers returning to work will also be assessed to minimise any associated risks.

The assessment will be carried out to ensure that:

- 1 The employee avoid wherever possible all substances that come within the domain of our COSHH categories.
- 2 Wherever possible the employee avoid work practices that include:
  - Shocks and vibration
  - Manual handling
  - Excessive noise
  - Excessive stress levels
  - Ladders and heights
  - Extremes of cold and heat



## **8. Asbestos**

The school acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through:-

- a. The employment of specialist contractors, and,
- b. Ensuring all site staff have access to information on where asbestos is present.
- c. The use of proper control measures and work methods supported by training of staff.

### **Arrangements for Securing the Health and Safety of Personnel.**

Work where asbestos could be present shall not commence without assessment of the potential exposure of staff and others to asbestos as a result of that work and a statement of a suitable plan of work shall be made before the work commences.

An assessment will be made of any asbestos material within the school buildings and a register will be maintained, likewise any asbestos should be labelled and confined. It is essential that all relevant staff should be aware of any danger and, any contractor working in the school should be informed of the hazard if he/she is to work in that area.

Information on asbestos is in both the School Business Manager's office and the Ste Managers office.

## **9. Electrical Testing**

Electrical testing is undertaken on a rolling programme by qualified external contractors. The equipment is tested on a risk based system with priority given to high risk items such as kettles, which are tested more regularly in according with guidance.

## **10. Legionella Controls**

Legionnaires' disease is a potentially fatal pneumonia caused by Legionella bacteria. Legionella bacteria are common in natural water courses such as rivers and ponds. Since Legionella bacteria are widespread in the environment, they may contaminate and grow in other water systems such as cooling towers and hot and cold water services. They survive low temperatures and thrive at temperatures between 20°C-45°C if the conditions are right, e.g. if a supply of nutrients is present such as rust, sludge, scale, algae and other bacteria. They are killed by high temperatures. The school employs buys in qualified legionella testing and actions all recommendations appropriately and with priority to ensure the water in school remains safe.

## **11. Smoking on School Premises**

Smoking or smoking alternatives such as e-cigarettes, are not permitted at any time on school premises by staff, students, visitors or contractors. Anyone doing so will be requested to stop immediately and removed from the premises if required

## **14. External Lettings**

Where external agencies hire parts of the building they will be required to adhere to the health and safety details in the terms and conditions of hire. All hirers will have appropriate insurance and DBS checks when children are included in an event.

## **15. Lunch and Break Supervision**

To ensure safety of students, staff will operate a system of duties to patrol the school during breaks. This system will be overseen by the SLT. Students are expected to adhere to the agreed rules

**Appendix 1 : PEEP Form (Personal emergency evacuation plan)**

**P1: PERSONAL EMERGENCY EVACUATION PLAN - STAFF**

This form is to be jointly filled in by both the individual and their line manager

**Persons details**

Name:
Role:

Identify any issues arising from the Building Information Gathering Form Fire 1 and possible solutions.

Issues from Information Gathering Form	Solutions

**Assistance to the individual**

**Awareness of procedure**

I am informed of a fire evacuation by:

Existing alarm system	
Other (specify)	

**Designated Assistance**

The following trained people have been designated to give me assistance to get out of the building in an emergency)

Name and contact details


**Methods of Assistance**

Detail what is needed and what the individual can do themselves


**Equipment Provided**


**Evacuation procedure**

Step-by-step beginning from first alarm


**Parts of premises that are NOT TO BE USED OR OCCUPIED**

Any lifts under fire conditions (that are not evacuation lifts)

**Parts of premises that may be used, and which have been assessed**

Subject to there being suitable and adequate facilities:

- Consider:
- Fire alarm and detection system
  - Special equipment
  - Refuges
  - Communications
  - Signage and illumination of routes
  - Instruction of person with disability
  - Persons assigned to assist person with disability
  - Awareness by all other persons
  - Facilities needed after evacuation
  - Other factors


**Safe Route(s)**

Attach a building plan (as appropriate)

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## Sign Off and Ownership

In order for this PEEP assessment to be valid it should have suitable and adequate ownership, be signed off by all parties, and have a set review date. Time is of the essence when producing a PEEP, as often other measures need to be put in place for it to work effectively. Unnecessary delays can create health and safety issues.

### Date of written PEEP

**Review Date**                      Annually on date or as part of Appraisal unless defined elsewhere

### Individual

I confirm that this assessment relates to the information I have discussed with my line manager, reflects my individual needs, and is not likely to worsen any existing medical condition. I will inform my line manager if my needs change in the course of the year.

Name

Signature

Date

### Line Manager

I confirm that this assessment has been formed in line with the individuals disabilities in mind, having due regard to the constraints of the existing building.

Name

Signature

Date

### Premises Manager / Health and Safety Co-ordinator

I confirm that this assessment is appropriate for the building, and can be sensibly managed to support the evacuation of the individual.

Name

Signature

Date

A copy of this assessment should be held in the individual's personal files.

**Appendix 2 : VEEP Form (Visitor emergency evacuation plan).**

**V1: Visitor Emergency Evacuation Plan**

**The individuals information**

St Edwards School has a legal responsibility to protect you from fire risks and ensure your health and safety at work. Therefore we need to know:

- **If you require information about our emergency egress procedures,**
- **If you need assistance during an emergency.**

Please complete the questionnaire.

Once the information in this assessment has been compiled then the school will be able to provide you with any information you need about the emergency egress procedures for the building(s) you will be visiting .

Name	
Responsible member of Staff	
Location(s) to be visited	
Brief reason for site visit	

**AWARENESS OF THE EMERGENCY EVACUATION PROCEDURES**

Have you been informed of the emergency evacuation procedures that operate in the building(s) ?

Look out for displayed general fire safety information in all buildings.

YES

NO

*If NO Reception to inform*

Do you require more information to understand the emergency egress procedures?

YES

NO

*If YES Reception to explain*

**ASSISTANCE**

Do you need assistance to get out of the building in an emergency?

YES

NO

Is anyone with you to assist you to get out in an emergency?

YES

NO

\*

\* If NO, Receptionist to clarify assistance needed and appoint a designated person

### GETTING OUT

Can you move quickly in the event of an emergency?

YES

NO

Do you find stairs difficult?

YES

NO

Are you a wheelchair user?

YES

NO

Is there anything else that you think should be made known to help our understanding to enable your safe evacuation.

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

#### Individual

I confirm that this form reflects my individual needs, and will enable my safe evacuation in the event of an emergency

Name

Signature

Date

#### Receptionist

I confirm that this assessment has been formed in line with the individuals disabilities in mind, having due regard to the constraints of the existing building.

Name

Signature

Date