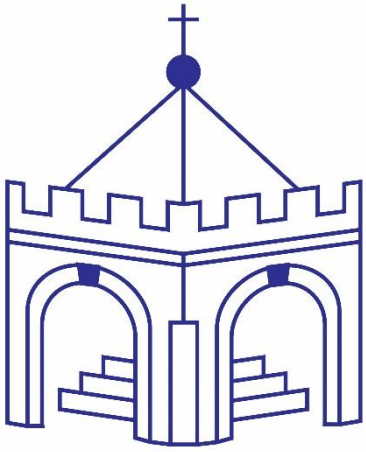
KING INA



CHURCH OF ENGLAND ACADEMY

Health and Safety Policy

Date:	February 2020	**Review Date:**	February 2023

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Statement of intent

At King Ina C of E Academy, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed by:

	Headteacher	Date:	
	Chair of governors	Date:	

1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Health and safety for school children'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

1.3. This policy operates in conjunction with the following school policies:

- **Asbestos Management Plan**
- **Supporting Pupils with Medical Conditions Policy (includes administration of medication)**
- **Fire Risk Assessment**
- **Personal Emergency Evacuation Plan**
- **Fire Evacuation Plan**

2. Roles and responsibilities

2.1. The local governing body (LGB), in consultation with the headteacher, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.

- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

2.2. The LGB will ensure the provision of:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

2.3. The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

2.4. The school health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.

- Identify hazards by conducting risk assessments.

The Competent Health and Safety Person will advise and support the school health and safety officer and thereby all staff.

2.5. Class teachers and the senior leadership team will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

2.6. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.

- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

2.7. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

3. Construction and maintenance of the premises

3.1. When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

3.2. Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
  - The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
  - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
  - The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
  - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
  - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly

of prefabricated elements which immediately before such disassembly formed such a structure.

3.3. The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

3.4. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

3.5. The headteacher will ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the school wants built or maintained
  - The site and existing structures
  - Information about hazards, such as asbestos
  - Timescales and budget for the build
  - How the school expects the project to be managed
  - CDM appointments of principal contractor/principal designer
  - Welfare arrangements
  - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

3.6. The headteacher will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required.

3.7. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

4. Training

4.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

4.2. The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

4.3. The headteacher will ensure that there are an appropriate number of first-aid trained staff members available to each classroom.

4.4. Staff members will be provided with regular training opportunities and have access to support where needed.

4.5. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

4.6. Staff will be trained on how to assess risks specific to their role.

4.7. The health and safety officer will ensure staff know how to meet their duties outlined in this policy.

4.8. Where relevant to their role, staff will receive specific training in:

- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

5. First aid

This section constitutes the First Aid Policy.

5.1. Our policy is to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This included providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

5.2. A list of trained first aid staff is on display around the school.

5.3. First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
Medical Room (inc. portable first aid kits to be taken on all school trips)	School Admin Officer (Junior site). Appointed First Aider (Infant site)
All Classrooms	Class Teachers
School Halls & Elliot Room	School Admin Officer (Juniors site) Appointed First Aider (Infant site)

6. Contacting the emergency services

6.1. The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

6.2. Staff will contact the emergency services in an emergency.

6.3. Staff will alert their colleagues to the incident.

6.4. Where an ambulance is called for a pupil, office staff will contact the pupil's parents.

6.5. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the school playground.

6.6. Staff will be aware of any pupils who have specific evacuation needs.

6.7. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

7. Fire safety

7.1. All staff members fully understand and effectively implement the Fire Evacuation Plan.

7.2. The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

7.3. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

7.4. The school will test evacuation procedures on a termly basis.

7.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

7.6. Firefighting equipment will be checked on an annual basis by an approved contractor.

7.7. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office.

7.8. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.

8. Accident reporting

8.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated health and safety officer using the standard Accident Report Form.

8.2. The health and safety officer will be responsible for informing the headteacher if the accident is fatal or a "major injury", as outlined by the HSE.

8.3. More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

9. Significant accidents

9.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

9.2. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment

- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

9.3. Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

10. Reporting procedures

10.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.

10.2. The person will complete the relevant report on the HSE website: http://www.hse.gov.uk/riddor/report.htm.

10.3. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).

10.4. Fatal and specified injuries, as outlined in 9.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

11. Reporting hazards

11.1. Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

11.2. In the main, reporting should be conducted verbally to the caretaker as soon as possible, who will then inform the headteacher as appropriate.

11.3. Serious hazards will be reported using the appropriate form available in the school office.

12. Accident investigation

12.1. All accidents, however small, will be investigated by the health and safety officer and the outcomes recorded.

12.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.

12.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

12.4. The health and safety officer will undertake regular evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

13. Our active monitoring system

13.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.

- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- External measures, such as surveys by contractors and service providers. , along with visits from Environmental Health and Ofsted.

14. Bomb threat procedure

14.1. This section constitutes the school's Bomb Threat Policy.

14.2. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

14.3. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

14.4. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.

14.5. Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.

14.6. Where possible, recording devices will be used whilst receiving a bomb threat.

14.7. The staff member receiving the call will contact the headteacher immediately, who will then alert the police and the LA.

14.8. The headteacher will decide whether or not to evacuate the premises.

15. Emergency evacuation

15.1. For staff/pupils who have them, the school will follow the procedure outlined in their Personal Emergency Evacuation Plan in the event of a crisis.

15.2. In the event of a fire, the Fire Evacuation Plan will be implemented.

15.3. If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
  - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
  - Take all essential personal items with them, to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

16. Visitors to the school

16.1. All visitors and contractors will sign in to reception. Unchecked visitors will be kept under supervision.

16.2. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

16.3. No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.

16.4. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

16.5. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

16.6. Visitors and contractors will wear a visitor's badge at all times while on school grounds.

16.7. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

16.8. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

16.9. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

16.10. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

17. Personal protective equipment (PPE)

17.1. PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.

17.2. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

17.3. Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.

17.4. Pupils will report any loss or defects to their class teacher, who will report it to the health and safety officer for repair.

17.5. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

17.6. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

17.7. PPE includes kitchen, laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.

17.8. Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

17.9. Thorough risk assessments are carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed regularly.

17.10. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

17.11. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

17.12. The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

18. Maintaining equipment

18.1. When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment

18.2. It is the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

19. Hazardous materials

19.1. This section constitutes the school's COSHH Policy.

19.2. No chemicals or other hazardous materials will be used without the permission of the headteacher.

19.3. The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.

19.4. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

19.5. The health and safety officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

19.6. The caretaker in liaison with the health and safety officer will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

19.7. Control measures will be checked and reviewed by the caretaker on a regular basis to ensure continued effectiveness, even when they are known to be reliable.

19.8. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

19.9. Hazardous substances will be labelled with the correct hazard sign and contents label.

19.10. Storage life will be considered by kitchen manager, cleaning manager and classteachers as appropriate. All COSHH regulations will be adhered to.

19.11. Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

19.12. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

19.13. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

19.14. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer.

19.15. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

19.16. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

19.17. The health and safety officer will keep an up-to-date file of COSHH notes and any associated COSHH Assessments

19.18. A regular audit of hazardous materials will be undertaken by the health and safety officer with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

20. Asbestos management

20.1. In accordance with HSE guidance, an asbestos management survey was undertaken on the Infant site on 04/05/18 and on the Junior Site on 05/03/19, both by Somerset Scientific Services The Asbestos Team which is a United Kingdom Accreditation Service.

20.2. This survey will be undertaken following any changes of use to a location or prior to any significant building work.

20.3. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

20.4. Further details concerning the management of asbestos can be found in the Asbestos Management Plan.

21. Medicine and drugs

21.1. The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times.

21.2. The school will obtain notification from parents regarding any medication that pupils are required to take.

21.3. Only trained staff will administer medication.

21.4. Staff will receive training in supporting pupils with medical conditions.

21.5. The school's Administration of Medication Policy, included in the Supporting Pupils with Medical Conditions Policy, will be followed at all times.

21.6. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

22. Smoking

22.1. The school is a non-smoking premises and no smoking will be permitted on the grounds.

23. Housekeeping and cleanliness

23.1. Contract cleaners will be monitored by the Business Manager. The standard required will be clear in the service level agreement held with the contracted cleaners.

23.2. Special consideration will be given to hygiene areas.

23.3. Waste collection services will be monitored by the caretaker.

23.4. Special consideration will be given to the disposal of clinical waste.

23.5. The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

24. Infection control

24.1. The school actively prevents the spread of infection through the following measures:

- Routine immunisation

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

24.2. The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels/hand driers available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

24.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

24.4. All staff are subject to a preliminary health questionnaire, followed by a full occupational health check if necessary, before starting employment at the school.

24.5. The school encourages parents to have their children immunised.

24.6. All cuts and abrasions will be covered with waterproof dressings.

24.7. The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

24.8. Hand sanitiser is available in the medical room

25. Risk assessment

25.1. The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

25.2. Annual risk assessments will be conducted for all other areas of the school.

25.3. Risk assessments will consider the needs of staff, pupils, visitors and contractors.

25.4. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

25.5. Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.

25.6. The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

25.7. The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

25.8. The headteacher will ensure risk assessments are completed by staff leading day trips or residential stays.

26. Slips and trips

26.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how

- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

27. Security and Theft

27.1. Procedures are in place to reduce security risks.

27.2. Any Money stored on site, which will be minimal as the school functions as cashless, will be held in a safe and rare larger amounts are banked as soon as possible to ensure large amounts are not held on-site.

27.3. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

27.4. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

27.5. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

27.6. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

27.7. Missing or believed stolen equipment will be reported immediately to a senior staff member.

27.8. The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows.

27.9. The school will ban individuals from the premises if they pose a risk to any member of the school community.

27.10. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

28. Severe weather

28.1. The headteacher, in liaison with the governing board, makes a decision on school closure on the grounds of health and safety.

28.2. If a closure takes place, the governing board will be promptly informed.

29. School trips and visits

29.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the Staff Handbook.

29.2. A preliminary visit, where possible, is advisable before booking a trip. Staff must make themselves familiar with any safety issues, lunch arrangements and toilet facilities. A risk assessment must be done covering all aspects of the trip.

29.3. Day trips must be approved by the headteacher. Residential trips must be approved by the Directors.

30. Manual handling

30.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

30.2. In order to manage these risks, staff working with young children are trained to lift them when necessary. The techniques for lifting heavy objects are displayed in staff areas and staff are expected to follow that guide.

31. Working at heights

31.1. Staff members are not expected to work at heights. A low step stool is available for use when managing wall displays or accessing shelves.

31.2. Step stools are checked regularly that available for use and in good condition.

31.3. Any stepladders on site will comply with the appropriate regulations approved by HSE and the British Ladder Manufacturers' Association.

32. Lone working

32.1. Staff members are actively discouraged from working at the premises alone, with the exception of the caretaker. If staff come into school out of hours, they are required to inform a colleague or family member.

33. Workplace health and safety: stress management

33.1. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

33.2. The emotional well-being of the staff is a priority for the school. Regular well-being staff meetings are held including strategies for mindfulness techniques and workload management. The school has a 'whole school' approach to emotion coaching.

34. Workplace health and safety: display equipment

34.1. Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

35. Monitoring and review

35.1. The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately.

35.2. The next scheduled review date for this policy is February 2023

35.3. The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Health & Safety Checks

Date:

Questions:		Class/Area	Room/Area		Room/Area		Room/Area	
			No	Yes	No	Yes	No	Yes
Movement around the classroom (slips & trips)	Is the internal flooring in a good condition?							
	Are gangways between desks kept clear? (Corridors etc)							
	Are trailing electrical leads/cables prevented wherever possible?							
	Is lighting bright enough to allow safe access and exit?							
Work at height (falls)	Do you have a step stool or stepladder available for use in good condition?							
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?							
	Is furniture in good repair and suitable for the size of the user, whether adult or child?							
	Is portable equipment stable, eg a TV set on a suitable trolley?							
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable you people?							
Manual handling	Have trolleys been provided for moving heavy objects, eg computers?							
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?							
	Are all plugs and cables in good repair?							
Fire	If there are fire exit doors in the classroom, are they: • Unobstructed; • Kept unlocked; and • Easy to open from the inside?							
	Is fire-fighting equipment in place in/near the classroom as indicated on plan?							
	Are fire evacuation procedures clearly displayed?							

Further action needed

Hazards noted:	Action taken and when:

Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

Role	Appointed person	Email address
Health and safety link governor	Linda Smallwood	LSmallwood@educ.somerset.gov.uk
Headteacher	Suzie Svenson	kinginajunior@educ.somerset.gov.uk
Competent person	Jon Saunders	Jon@educatingsafely.co.uk
Health and safety Officer	Lisa Watts	LWatts@educ.somerset.gov.uk
Caretaker	Vanessa Raybould	VRaybould@educ.somerset.gov.uk

Construction Phase Plan (to be completed if project is managed by the school)

Under The Construction (Design and Management) Regulations 2015, the school, as a client, has a duty to ensure that a Construction Phase Plan is completed by the principal contractor before any construction or maintenance project is commenced. You have been appointed under CDM 2015 by the client and should be aware of your duties and obligations under these regulations. You should complete this Construction Phase Plan or submit your own before starting work. Completion of this form will indicate that you are aware of your duties under CDM 2015 and will discharge them accordingly.

N.B. Construction phase plans should be proportionate to the scale and complexity of the project, and to the risks involved – if the job will last longer than 500-person days or 30 working days (with more than 20 people working at the same time) it is likely that the below plan format will be too simple.

Your name/company:	**Name of principal contractor**
Name and address of client	
Name of school **Address line 1** **Address line 2** **Town/city** **Postcode**	
Principal designer	
Name of principal designer	
Address	
Phone number	
Email address	
What is the job?	
Is there anything the client has made you aware of?	

Key dates					
Start:		**Finish:**		**Other:**	
Where are your toilets, washing and rest facilities?					

What are your fire and emergency procedures?

Other employees of the contractor working on site	
Name	**Contact details**

What are your site induction arrangements?

How will you keep everyone on site updated during the job?

Risk assessment		
What are the main dangers on site?	**Hazard is present? (Y/N)**	**What controls do you have?**
Falls from height		• Ladders are kept in good condition, at the correct angle, and secured. • Guardrails, midrails and toeboards are used to prevent people and materials falling from roofs, gable ends, working

		platforms and other open edges.
Collapse of excavations		• Excavations are shored, either with a cover or a barrier, to stop people and plant from falling in.
Collapse of structures		• Props are installed by a competent person to support structures.
Exposure to building dusts		• Dust is prevented by using cutting and vacuum extraction on tools. • Vacuum cleaners are used instead of sweeping. • Suitable and well-fitted masks are used.
Exposure to asbestos		• Where the presence of asbestos is suspected, work is not started until a demolition/refurbishment survey is carried out. • Everyone on site is made aware of the outcome of the survey,
Activities or workers requiring supervision		• The appropriate supervision is provided.
Electricity		• The electricity supply and other services are turned off before drilling into walls. • Excavators and power tools are not used near suspected buried services.
Risks to members of the public, the client and others		• The site is kept secure in order to prevent unauthorised access. • Net scaffolds are used. • Rubbish chutes are used.

Register of Construction Phase Plans (CPP)

Name of contractor	Construction/maintenance project	Date CPP added to register	Retention period	Scheduled date for CPP destruction
Name	Swimming pool expansion	date	20 years	date