

HOLLAND PARK SCHOOL 2021 to 2022

POLICY | HEALTH AND SAFETY

STATUS | STATUTORY

PRINCIPLES

We aim to:

- provide a safe and secure environment for all staff, students and any other user of the Estates. Our policy incorporates the Health and Safety at Work Act of 1974;
- ensure that safe working practices are in place;
- ensure that Health & Safety practices are effectively communicated to staff, students, contractors and visitors;
- undertake any actions that are deemed reasonably practicable to ensure a safe school;
- bring relevant aspects of the Health and Safety policy to the attention of all employee and students;
- remind colleagues of the procedures through the staff bulletin, staff briefing and other notices.

Date of Review	August 2021			
Reviewed by	Alastair Bishop Director of Resources			
Date of Approval	<i>Pending</i>			
Approved by	Governing Body			
Date of Next Review	Summer 2022			
Location	L:drive	✓	Website	

Employers are required by the Health and Safety at Work Act 1974 to prepare a written statement of their general policy with respect to Health and Safety. The policy must include the organisation and arrangements for carrying out the policy. This policy is to be brought to the attention of all employees. This document has been prepared to meet these legal requirements.

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PRACTICE:

1 INTRODUCTION

- 1.1. This document is provided by the Leadership Team and the Trustees of Holland Park Schools as they recognise and accept their responsibilities in providing a safe environment as set out in the Health and Safety at Work Act 1974 and subordinate legislation.
- 1.2. This document acknowledges the School's legal responsibilities and all reasonable steps and objectives that will be taken to fulfil these objectives for the health and safety of all staff, pupils and visitors.
- 1.3. Each and every member of staff must recognise that there is a personal and collective responsibility under the Act and under this Health and Safety (H&S) Policy statement and must comply at all times with these requirements.
- 1.4. The **organisation** and **arrangements** through which the trustees and the School aim to fulfil the requirements are set out in the following pages.

2. STATEMENT OF INTENT

- 2.1 The Holland Park Trust and the Leadership Team of Holland Park School accepts responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The School is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. Holland Park School is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.
- 2.2 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.
- 2.3 Line Managers will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.
- 2.4 Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

3. ORGANISATION OF HEALTH AND SAFETY

Key Leader: The Head

Local contact (*Policy and Procedures*): Academy Head.

Local contact (*Estates & Related Matters*): Director of Resources.

Leadership Team members are local contacts and have immediate responsibility for their curriculum areas.

3.1. The Health and Safety Committee will comprise the following: Director of Resources; Deputy Head; and others as required for specific reasons.

3.2. **Main Formal Health & Safety Inspections are undertaken through the following methods:**

- Internal Inspections on a termly basis and reported to Trustees through the *Termly Inspection Report*.
- *Fire Risk Assessment* undertaken every year.
- *Independent Health and Safety audit undertaken by a specialist health and safety consultant.*
- *Portable Appliance Testing* undertaken every year by external company.
- *Termly Canteen Hygiene Inspections* by an external consultant.
- A comprehensive range of periodic inspections are undertaken throughout the year to all mechanical and service areas.

3.3. **The role of the Committee**

3.3.1. The aim of the Committee will be promotion of co-operation between management and all employees at the School in achieving and maintaining a safe and healthy workplace for all users of the Estates.

3.3.2. Within that aim the Committee will consider certain specific matters:

- 3.3.2.1. Any accidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence;
- 3.3.2.2. The arrangement of the next term by term inspection of the Estates, and matters arising from the previous inspection;
- 3.3.2.3. Implementation within the School of safety instructions /advice issued by the Health and Safety Officer;

- 3.3.2.4. Progress on remedying any specific hazards which may have been identified;
- 3.3.2.5. Review, at the start of each academic year, of the content of the school's local health and safety statement and monitoring of its implementation;
- 3.3.2.6. Review of the school's critical incident plan;
- 3.3.2.7. Review any Health and Safety issues arising from the school's estates.
- 3.3.3. The committee will meet as calendared at least once per term. Additional meetings may be held by agreement between the Head and the staff representatives where circumstances warrant it.
- 3.4. **Duties of the Key Managers (Deputy Head and Director of Resources).** The Key Manager is ultimately responsible to the Trustees of the School.
 - 3.4.1. To pursue the aims of the school in respect of health, safety and welfare.
 - 3.4.2. To produce, for the school, a written Health and Safety Policy, to ensure its implementation, to ensure that all members of staff are aware of its contents, and to revise it as necessary.
 - 3.4.3. To be available, or to make available relevant Leadership Team staff, to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level.
 - 3.4.4. To ensure that there is properly delegated responsibility to take appropriate action to remove or reduce potential hazards.
 - 3.4.5. To report to the Trustees those cases where her/his own authority does not allow her/him to reduce any hazard to a satisfactory level: In these circumstances to take short term measures including ceasing the activity to maintain health and safety pending rectification.
 - 3.4.6. To take note of Health and Safety bulletins, instructions, etc., issues from time to time, and to ensure that where required these are distributed. To ensure that a file of all such material which is readily accessible to all employees.
 - 3.4.7. To ensure that an up-to-date list is kept of all safety representatives in the school, both teaching and support staff, including contract cleaning and catering staff.
 - 3.4.8. To be readily available, or to make available relevant Leadership Team staff, to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions.

- 3.4.9. To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time.
 - 3.4.10. To ensure that all areas for which (s)he is responsible are subject to a health and safety inspection at least once in every term.
 - 3.4.11. To ensure that materials and equipment purchased for use in areas within her/his control are safe and without risk to health when properly used.
 - 3.4.12. To ensure that the circumstances of accidents are properly examined and recorded by relevant personnel and that all reasonable steps are taken to prevent or reduce the likelihood of recurrence.
 - 3.4.13. To ensure that all occupants and visitors, including those who will be undertaking work on the Estates, are made aware of any hazards on site and of when and where such work activities may affect those in occupation.
 - 3.4.14. To carry out duties of a local contact where local contacts have not been appointed.
- 3.5. **Role of the Health and Safety Adviser (independent Health and Safety consultancy)**
- 3.5.1. Make one full inspection of the school and submit a full written report annually, prioritising the issues identified.
 - 3.5.2. Monitor recommendations of inspections and implementation of written procedures (safe systems of work).
 - 3.5.3. Arbitrate on health and safety matters.
 - 3.5.4. Provide the school with up-to-date health and safety information.
- 3.6. **Duties of Local Contacts (Assistant Premises Manager and Site Team)**
- 3.6.1. To take appropriate local action to remove or reduce potential hazards and to avoid ill-health arising from work activities.
 - 3.6.2. To receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove or reduce them.
 - 3.6.3. To report to the Director of Resources cases where the local contact's normal executive authority does not allow them to deal effectively with a hazard or where there is any doubt as to the practicability of a proposed solution. Where necessary to take appropriate short term measures to maintain safety pending rectification.
 - 3.6.4. To ensure that accidents are reported in accordance with instructions when so directed by the Director of Resources, to establish the facts of any accident.

- 3.6.5. To inspect the area at least once in every term with a view to identifying potential and actual hazards and to assess the effectiveness of the local hazard reporting system and any other arrangements. This is undertaken through the Termly Hazard Control Inspection report.
- 3.6.6. To co-operate with the Key Manager and Director of Resources in ensuring that staff are aware of the content of the local statement and any other information necessary on health and safety issues.
- 3.6.7. To ensure that protective clothing and equipment is used where appropriate, and to ensure that this is properly maintained and renewed when necessary.
- 3.6.8. To ensure that employees new to the workplace are helped to perform their duties in a safe manner; in particular, to ensure that they have all necessary information on health and safety matters.

3.7. **Duties of Safety Representatives**

- 3.7.1. Section 2(6) of the Act provides:-
 "It shall be the duty of every employer to consult any such representatives (i.e. safety representatives of recognised trade unions) with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees, and in checking the effectiveness of such measures."
- 3.7.2. The Regulations on Safety Representatives provide that they shall have the following functions:-to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he represents), emergency cover for representatives when needed and to examine the causes of accidents at the workplace;
 - 3.7.2.1. to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
 - 3.7.2.2. to make representations to the employer about matters arising out of sub-paragraphs (a) and (b) above;
 - 3.7.2.3. to make representatives to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;
 - 3.7.2.4. to carry out inspections in accordance with the regulations;
 - 3.7.2.5. to represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority;
 - 3.7.2.6. to receive information from Inspectors in accordance with the Act.

- 3.7.2.7. to attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connections with any of the above functions.
- 3.7.2.8. (“Workplace” in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to Estates or parts of Estates handed over to contractors for work.)

3.8. Notification of Safety Representative Appointments

Recognised trade unions should notify the school of the details of all safety representative appointments and a record of this will be maintained by the school. The Key Manager will be notified of appointments that concern them.

3.9. Duties of Employees

- 3.9.1. Section 7 of the Act places a duty on all employees while at work to take reasonable care of *themselves* and anyone who may be affected by their acts or omissions. They also have a duty to cooperate with the School management in the interests of health and safety, e.g. fire drills, first aid, etc.
- 3.9.2. Breaches of the Act are criminal offences. In the event of prosecution the onus of proving that something was not reasonably practicable in the circumstances is placed on the defence. Failure to comply with Codes of Practice issued under the Act raises a presumption that a related safety requirement was not complied with. The school, employees, suppliers of goods and services and (so far as sections 8 is concerned) members of the public are all subject to the Act.
- 3.9.3. It is important to note that the degree of care which is reasonable in any circumstance will be greater where persons of more than usual vulnerability are concerned. This must be borne in mind where students and employees have disabilities. Where people with disabilities use Estates, consideration must be given to any special requirements they may have, including access and sanitary accommodation. Their possible inability to note and respond to emergency evacuation signals must also be considered and appropriate arrangements made to secure their safety (Please note that we have a refuse point on all main stairwell landings, two located on the east side and one either end of the west side of the building, in addition we also have Evac Chair Systems readily available and operational with appropriately trained staff)
- 3.9.4. To implement a Personal Emergency Evacuation Plan (PEEP) for all disabled staff and students. The designated Key Manager will conduct an interview with the Parents or SENCo with sufficient knowledge or the direct staff member if employed by Holland Park School. The PEEP will be shared with the appropriate members of staff who require the knowledge and a copy will be kept.

3.9.5. Where people who use the estates do not readily understand English, any information provided to secure their safety (whether oral, written, or in the form of safety signs) must be given in an understandable form.

3.10. Areas Of Responsibility

Accident Reporting:	Registrar Team
Accidents involving blood:	First Aiders
Administering Medicines:	Student Services
Clear Passageway:	All Staff / Site Staff
Contractors on Site:	Director of Resources
COSHH:	Leader of Science, Director of Resources
Critical Incident Plan:	Academy Head and Director of Resources
Defect / Hazard Reporting:	All staff/ Director of Resources
Display Screen Equipment:	Director of Resources
Electrical Safety:	Site Team
Emergency Procedures:	All Staff. Deputy Head to direct.
Evacuation Notices:	Director of Resources
Fire Fighting Equipment Checking:	Site Team
First Aid:	First Aiders
Fume Cupboards / Dust Extraction:	Science Technician and Director of Resources
Gas Safety:	Director of Resources
Health & Safety Information:	Health & Safety Committee
Infectious Diseases:	School Nurse
Mains:	Site Team
Maintenance / Servicing:	Director of Resources
Minibus Maintenance & Driving Permits:	Director of Resources
Parking:	Director of Resources
Portable Appliances:	Director of Resources
Radio Active Material:	Science Technician
Safe Systems of Work:	Director of Resources
School Journey / Outings, etc:	Deputy Head / Teacher in charge
Security:	Director of Resources
Smoking:	Director of Resources
Violence to Staff:	Leadership Team
Visitors & Intruders:	Leadership Team
Pandemic	Leadership Team/Director of Resources

4 ARRANGEMENTS FOR HEALTH AND SAFETY

4.1 Accident/Incident Recording

4.1.1 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

4.1.1.1 **See summary at Appendix A.**

4.1.1.2 In the case of a **notifiable** accident, disease, etc., the Health and Safety Officer should be notified, by telephone, immediately or at the earliest possible moment (in the case of accidents necessitating absence from work for more than 3 days) so that he can report to the Health and Safety Executive – RIDDOR .

<http://www.hse.gov.uk/riddor/report.htm>

4.1.1.3 **This is a legal requirement and must be done within 1 week of the accident / incident.**

4.1.1.4 All **non-reportable** accidents treated with first aid should be entered in the accident record book kept by the first aid box, especially those involving blood.

4.2 First Aid

3.1.1	First Aiders:	As per First Aid notices
3.1.2	Location of First Aid Boxes:	As per First Aid notices
3.1.3	Maintenance of First Aid Boxes:	Technicians / Site Staff
3.1.4	Person responsible for summoning an ambulance:	Student Services/ First Aider
3.1.5	Person to inform students' parents:	Student Services

4.3 Accidents involving blood

4.3.1 **See guidelines at Appendix B**

4.3.2 Accidents involving blood, e.g. cuts, nose bleeds etc., carry the danger of Hepatitis B and HIV (AIDS). The procedures described Appendix B should be followed.

4.3.3 Any suspected infectious disease should be reported to the first aider.

4.4 Administering Medicines to Students

4.4.1 **See guidelines at Appendix C**

4.4.2 Any student having to take medicine in School must be directed to the person with responsibility for the appropriate arrangements.

4.5 Emergency Evacuation and Fire Drills

4.5.1 **See procedures at Appendix D**

4.5.2 All staff, students, contractors and visitors are required to evacuate the building on the sounding of the fire alarm. A graphic Fire & Evacuation Notice is placed in all classrooms/offices.

4.6 **Critical Incident Plan:** The Academy Head and the Director of Resources, supported by the Leadership Team, are responsible for coordinating arrangements within the Critical Incident Plan; this document is available on request.

4.7 **Fire Fighting Equipment**

4.7.1 It is the responsibility of the Site Team to check regularly that fire fighting equipment (extinguishers and blankets) have not been, in any way, tampered with or damaged. The Site Team are responsible for ensuring that the equipment is serviced annually and will keep records of the service checks.

4.7.2 A full service of the sprinkler system is undertaken by the school's engineering company.

4.7.3 From time to time the Key Manager will undertake a review of the changing needs of fire fighting provision and will instruct an audit of the equipment.

4.8 **Control of Substances Hazardous to Health Regulation 2002**

<http://www.hse.gov.uk/pUbns/priced/l5.pdf>

4.8.1 **See guidelines at Appendix E**

4.8.2 Substances included in the COSHH regulations (2002) must not be used unless no safer alternative is available. Under normal circumstances no potentially harmful substances should be used or stored in classrooms.

4.8.3 The responsible person in every other area of the school which uses potentially harmful substances must: Identify the risk; Assess it, if necessary; devise and document safe systems of work; implement them; Monitor and review them; provide any necessary training; ensure the safe storage of all harmful and toxic substances; ensure that bulk stored flammables are kept in a brick built suitable outbuilding.

4.9 **Electrical Safety**

4.9.1 **See Summary at Appendix F**

4.9.2 The school is required with the Electricity at Work Regulations 1989. See Guidance Note GS.23 Electrical Safety in Schools a copy of which is attached.

<http://www.hse.gov.uk/pUbns/priced/hsr25.pdf>

- 4.9.3 The Director of Resources / Site Staff will be responsible for the arrangement of the required inspections and testing of mains installations in accordance with the Regulations. An external contractor will undertake an annual inspection/testing of all portable electrical appliances. Area Managers will be accountable for ensuring all such equipment within their area of work are made available for such inspection/testing, in accordance with the Regulations and alert the Director of Resources if such equipment do not have a current test label.
- 4.9.4 Under no circumstances should any electrical items other than those bought and supplied by the school be used. This also applies to any hirers of the school that under no circumstances are they able to use, charge or power any electrical items.
- 4.10 **Radio-Active Materials**
- 4.10.1 The designated officer will keep all records and follow all procedures for the storage and use of radio-active substances.
- 4.10.2 The records will be inspected regularly by the Health and Safety Officer.
- 4.10.3 The school will contract a competent, qualified person to test the arrangements on a regular basis, according to requirements.
- 4.11 **Fume Cupboards / Dust Extraction:** These will be inspected and tested on an annual basis or at appropriate intervals to comply with requirements. If they fail to operate or do not operate effectively they, or the machinery they serve, will be closed down and not used until they are in proper working order.
- 4.11.1 **Smoking:** The school has a policy of non-smoking in all parts of its Estate. Any persons found to be smoking on the schools grounds will be escorted off of the estate and not allowed to return until such activity has ceased.
- 4.12 **Display Screen Equipment Regulations 1992**
<http://www.hse.gov.uk/pUbns/priced/l26.pdf>
- 4.12.1 **See Guidelines at Appendix G**
- 4.12.2 Users – as described in the criteria – are entitled to an eye-test. The school will pay £22.50 for this and up to £55 towards the cost of corrective appliances if the optician considers glasses are required for the purpose of display screen work.
- 4.12.3 The ICT staff will provide the necessary information.
- 4.13 **Defect /Hazard Reporting:** All staff are responsible in alerting Defects / Hazards to SL and the Director of Resources as appropriate

4.14 Information on Health and Safety

- 4.14.1 New staff will be briefed through the induction programme on health and safety matters .
- 4.14.2 All staff must familiarise themselves with the contents of the school's Health and Safety Policy document and familiarise themselves with the arrangements contained therein and especially with those safe systems of work which advise their daily working activities.
- 4.14.3 Students and other users of the Estates will be given basic instructions and information on health and safety.
- 4.14.4 Contractors will be given a Contractors' Safety Card when working on site and will be expected to familiarise themselves with its requirements and implement them.
- 4.14.5 All Health and Safety Inspection Reports will be made available to every member of staff. They will be required to address any issues contained in the report for which they are responsible.

4.15 Safe Systems of Work (excluding COSHH and Electricity at Work for which there are separate guidelines.)

- 4.15.1 Under the Management of Health and Safety Regulations 1999 any activity identified as constituting a **significant** (medium/high level) risk to the health and safety of employees or other users (students, contractors, parents, visitors) should be assessed and safe.

<http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>

- 4.15.2 If the risk is only **minimal** (low level) it should be noted as such, and the activity should be monitored. No documented system is required unless and until some relevant change occurs and alters the level of risk (to medium or high).
- 4.15.3 A Risk Assessment/Safe Systems of Work form must be completed, for each potentially harmful activity, by all persons who are responsible for areas (teaching and non-teaching) where risks can be identified.
- 4.15.4 The Director of Resources is responsible for ensuring the Risk Assessment and Safe Systems of Work are in place.
- 4.15.5 **See a copy of this form at Appendix I**

4.16 Access/Egress on Escape Routes

- 4.16.1 Clear passageway must be maintained at all times throughout the building, in corridors and in classrooms – to allow safe evacuation in an emergency and to avoid accidents by tripping.

4.16.2 All doors on escape routes and final exit doors must be kept unlocked during occupation of the buildings.

4.17 **Gas Safety**

4.17.1 The requirement for maintenance and servicing will be carried out by contractors.

4.17.2 In the event of an emergency involving gas, the relevant part of the Critical Incident Plan will be put into operation.

4.17.3 **See Procedures at Appendix 3**

4.18 **Security**

4.18.1 The school is responsible for the safety and security of the entire estate.

4.18.2 There are nominated members of the site staff who will be called out by the police in the event of the alarms being set off.

4.18.3 It is every member of staff's responsibility to ensure that he/she takes the necessary measures to make safe the materials and equipment in his/her care. Doors should be locked when rooms are not in use:

4.18.3.1 Lost access cards should be reported to Human Resources immediately.

4.18.3.2 Any lost or stolen valuables should also be reported immediately.

4.18.3.3 The police should be informed of any thefts and the crime number noted.

4.18.3.4 The Head should be notified immediately if anyone is seen acting in a suspicious way.

4.19 **Alarm Systems**

4.19.1 The Director of Resources is responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested. The school operates a Fire alarm system that when set off by a break glass call-point, will allow a two minute investigation period by Site team. The alarm system will automatically turn to full audible alarm evacuation if the alert has not been confirmed as FALSE within the two minute investigation or if a second call-point is pressed.

4.19.2 The fire alarm is tested on a weekly basis to ensure that the warning systems function properly.

- 4.19.3 If any member of staff finds that an alarm does not sound or does not sound loudly enough, the defect should be reported immediately to the Director of Resources.
- 4.19.4 All sprinkler systems are tested on a weekly basis.
- 4.20 **Visitors & Intruders**
- 4.20.1 All visitors to the site must have a legitimate reason to gain entry. All visitors to the school MUST sign in at reception for Health & Safety and Security reasons. Persons invited to the school for reasons other than work related **must be approved by those in authority of the site** in ensuring adequate control of Health & Safety and Security. If a member of staff encounters a person who has no legitimate reason for being on the school Estate, the member of staff should politely and unthreateningly ask them either to leave the Estate or accompany them to the main reception where further assistance should be sought.
- 4.20.2 If the intruder is not co-operative, help should be sought from the Director of Resources or a member of the Leadership Team, who will summon the police if necessary.
- 4.20.3 Staff should avoid all physical contact with intruders and must not try to forcibly remove an intruder from the Estates. All such incidents must be recorded on the school Incident Report Form.
- 4.21 **Violence to Staff:** Any incident involving physical or verbal violence to staff must be reported at once to a member of the Leadership Team. A written report of all such incidents must be kept and suitable action taken.
- 4.22 **Organised Journeys (particularly Adventure/Outdoor Activities) - See guidelines on Outdoor Activities at Appendix K.**
- 4.23 **Minibuses:** The school has two mini-buses available for use. All drivers have relevant and an up-to-date license which have been approved by the Department of Transport. The mini-buses have a pre-planned maintenance schedule which the Director of Resources oversees. Only staff that have been trained by a legitimate company under the MiDAS framework are allowed to drive pupils and other staff members.
- 4.24 There is separate mini-bus policy which can be accessed on the School's network.
- 4.25 **Parking:** Limited parking is available onsite. This is allocated on a first come first served based, with time serviced and seniority taken into the consideration.
- 4.26 **Storage:** Storage of personal items onsite is to be kept to a minimum as the School provides sufficient amounts of stationary and storage facilities in classrooms and offices. Under no

circumstances should any school-provided equipment be taken home or 'borrowed' without a senior staff member's authorisation.

4.27 See guidelines at Appendix M

4.27.1.1 Many accidents are caused by un-thought-out and haphazard storage arrangements. There is a risk of injury from lifting, tripping, stretching and from falling equipment. The guidance given at Appendix M should be followed.

4.28 Contractors on Site

4.29 All contractors will be issued with a Contractors' Safety Card when commencing work on site.

4.30 Contractors will only be allowed on the school site with prior agreement from the Director of Resources and or the Leadership Team. They will also be issued with a Contractors' Safety Card and must supply relevant risk assessments and permits to work if necessary.

5 Reviewing and Revising this Policy

5.1 The Director of Resources will keep up-to-date with any changes in Health & Safety legislation and guidance. If such changes make alterations to the school's Health & Safety Policy necessary, the Director of Resources will draft amendments for consultation and approval by the Health & Safety Group.

5.2 Comments on the safety policy will be an annual standing item on both the Health & Safety Group and Resources Committee. If necessary, the Director of Resources will incorporate comments into amendments for consultation as above.

APPENDIX A

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)

- Any accident or incident which falls into the categories below have to be reported to the Health and Safety Executive (HSE). This summary gives practical advice on compliance with this duty. It is not a complete statement of the duty; for full details see the Regulations.
- Generally these Regulations apply to employees. However, where a system or equipment fails or the condition of the Estates is allowed to deteriorate, so causing a major injury to a student or other member of the public, the accident has to be reported to the HSE using the same procedures as for employees.

Categories

An accident where:

- a bone is broken, except in the foot and hand;
 - there is amputation or severance of a joint or bone;
 - there is loss of sight in an eye;
 - there is a penetrating injury or chemical or hot metal burn to an eye;
 - electricity causes a burn, shock or loss of consciousness;
 - the injured person is rendered unconscious;
 - the injured person is hospitalised for more than 24 hours;
 - the injured person cannot work for 3 days or more, excluding the day of the accident.
- A disease or acute illness which is caused by the work environment or a work process.
 - A dangerous occurrence (or near miss) which seriously endangers the occupants of the Estates, e.g. a gas leak or explosion of a boiler.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)

- These replace the 1989 Regulations of the same name and the 1995 Amendment and place a statutory duty on employers to report accidents, diseases and dangerous occurrences which arise out of the workplace and its activities. The changes which are more relevant to Education and Libraries are:

Regulation 2 (Interpretation)

- This states that acts of violence to an employee which result in a major injury (defined below) must be reported.

The "responsible person" is the person "... having control of the Estates... at which, or in connection with which, the accident or dangerous occurrence happens."

Regulation 3 (Notification and reporting)

- Accidents to non-employees, i.e. Members of the public, students, etc that result in a fatality or a major injury that requires the injured person to be taken straight to hospital must be reported.
- Any of the specified dangerous occurrences (see below) are reportable.
- Where any of these events occur, they must be reported to the enforcing authority (see below) by the quickest practicable and in any case within 10 days on the approved form.

Regulation 7 (Records)

- The responsible person is required to keep records for 3 years from the date the record was made. The information required to be kept for injuries and dangerous occurrences is:
 - the date and time of injury or dangerous occurrence;
 - the name and nature of the injured person (employees and non-employee);
 - the occupation of the injured employee or status of the injured non-employee;
 - the place where the incident occurred and brief details of what happened;
 - the date of incident was first reported and the way it was reported, i.e. telephone or written notification.

Schedule 1 (Major Injuries)

- Any fracture, other than to fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Any injury from an electric shock or burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury:
 - leading to hypothermia, heat-induced illness or to unconsciousness.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Either of the following conditions which result from absorption of any substance by inhalation, ingestion or through the skin:
 - acute illness requiring medical treatment;
 - loss of consciousness.
- Acute illness which required medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected materials.

Schedule 3 (Reportable Diseases)

- There are many of these but note should be made of the following activities which might result in notifiable physical conditions:

- Work involving prolonged periods of handwriting, typing or other repetitive movements of the fingers, hand or arms (cramps, repetitive strain injury).
- Hairdressing products including dyes, shampoos, bleaches and permanent waving solutions (occupational dermatitis).
- Fumes arising from the use of rosin as a soldering flux and dusts from wood (occupational asthma).
- Notice is drawn particularly to the fact that violence and subsequent non-accidental, major injuries have to be notified immediately as an investigation might be required.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 can be purchased from HMSO bookshops or goods bookshops.

APPENDIX B

ACCIDENTS INVOLVING BLOOD

- Accidents involving blood, e.g. cuts, nose bleeds etc. carry the danger of Hepatitis B, HIV (Aids) etc.
- If possible make patient themselves put pressure on nose or cut to stop the bleeding.
- If blood has been spilt on any work surface then carry out the following procedure, or if appropriate ask person involved to do this:
 - avoid getting blood on yourself, or on other people;
 - put on rubber gloves;
 - using disposable paper towels, tissue etc. to mop up the spillage;
 - wipe surface with cleaning solution and leave for ½ hour if possible; and
 - put all contaminated material into plastic bag, put in some bleach, tie up bag, then put in bin.

APPENDIX C

GIVING MEDICINES AT SCHOOL

A few students, whilst fit to attend school, may need to take medicine in school hours (usually at midday). The arrangements apply to students who are required to take medication and who have a letter/certificate from a doctor indicating that he/she is fit to attend school.

SCHOOL'S RESPONSIBILITY

Day-to-day mechanics of medicine administration may be delegated to competent, trained colleagues. (See 3)

A clear written statement of their responsibility should be given to all parents detailing:

- How to make a request for medicines to be given at school (i.e. in writing, in person to the Head/Deputy Head/Student Services administrator or other and not brought by the child).
- How medicine should be provided to the school, i.e. in the original container from the pharmacy and clearly labelled with
 - Student's name
 - Class/tutor group
 - Name of medicine
 - How much to give (i.e. dose)
 - When to be given
 - Any other instructions
 - Phone number of parent or adult contact.

It is suggested that a form (see example) listing points (a) to (g) is completed by parents and kept by the member of staff administering the medicines.

- the need for parents to notify the school in writing of any changes in medicines;
- the need for parents in person to replenish the supply of medicines if necessary;
- a recommendation that the school nurse be advised of any significant disease, medical condition or allergy their child may have, subject to confidentiality.

STORAGE OF MEDICINES

Medicines, when not in use, should be kept in a safe and secure place (a refrigerator if appropriate). However medicines required in an emergency should be readily accessible.

Where appropriate, with parental and school agreement, students should be responsible for their own inhalers.

ADMINISTRATION / RECORD

Before administering a medicine. A parent should confirm their intentions in writing if their instructions differ from those on the medicine container.

The RIGHT medicine in the RIGHT dose should be given at the RIGHT time to the RIGHT student.

A record should be kept of doses given (e.g. on reverse of school medicine record).

Administration and recording should be carried out to the best of the nominated person's ability. Student Services administrators have specific procedures for the administration of First Aid, available on the central shared network drive.

DISPOSAL

Medicines no longer required should not be allowed to accumulate. They should be returned to the parent in person for disposal. In the last resort, unwanted medicines should be given to the local pharmacist for disposal as required by the Environmental Health Regulations.

BASIC FIRST AID

Basic First Aid will be given by a qualified First Aider and a record maintained.

SCHOOL RESOURCE PACK

A pack holding information on a core of common illnesses and health initiatives will be supplied to schools and updated as necessary.

SCHOOL NURSES AND DOCTORS

Staff should seek advice from their school doctor or school nurse if they require relevant information concerning rarer health problems of the student.

School nurses will seek to promote a greater understanding amongst staff of some health problems and their wider implications.

LIABILITY OF SCHOOL STAFF

Staff designated to administer medicines to students will be covered by the Academy in the event of liability / negligence claims made against them as long as they have taken all reasonable steps to follow the procedures contained in these guidelines. For further advice please contact the Insurance Section at the Town Hall.

SCHOOL MEDICINE RECORD

Student's Name _____

Tutor Group _____

Name of medicine _____

How much to give (i.e. dose)

When to be given _____

Any other instructions

Phone no. of parent or adult Contact

Parent's signature _____

If more than one medicine is to be given a separate form should be completed for each.

Date									
Time given									
Initials									

APPENDIX D

EMERGENCY PROCEDURES

The emergency evacuation procedures in case of a fire are shown on the graphic fire instruction notices displayed in all classrooms/offices.

The following is a guideline of school emergency procedures:

- a fire drill is intended to be undertaken every half term;
- on discovering a fire, break the glass on a fire alarm point and evacuate the building;
- the site staff shall call the Fire Brigade if a fire is confirmed;
- staff shall ensure the orderly evacuation of their students/visitors/contractors and ensure where practicable, that windows and fire doors are closed;
- disabled persons on upper levels should make their way to a refuse point (on all landings) where a member of the site staff will assist them;
- all registered Disabled staff and students will have Personal Evacuation Plan (PEP);
- Deputy Heads shall coordinate/control the assembly of students into their respective House tutor group;
- the Attendance Officer is responsible for distributing class registers;
- teachers shall promptly register students to ascertain missing persons;
- the LT PA shall ensure all visitors/contractors are accounted for;
- missing persons shall be immediately notified to the Deputy Head (organisation);
- the Director of Resources or a member of his/her team shall ensure that the Fire Brigade are given directions within the Estates;
- the Academy Head will assess the effectiveness of the drill and report any problems to the Director of Resources for review; and
- the Director of Resources shall critically evaluate drills in both the internal and external area, whilst the evacuation is in progress and report any problems to the Leadership Team.

Simple instructions on what to do in an emergency are displayed in every room.

It should not take more than **4 minutes** to evacuate the building.

A school Critical Incident Plan is in place to deal with major events, such as a bomb scare or a serious gas leak. This document is placed on the staff network.

APPENDIX E

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) 2002

These Regulations require that an assessment be made of the risks involved in using hazardous substances. If there is a risk, a non-hazardous substance should be substituted, if one is available. If not, then a safe system of work should be drawn and documented. This would indicate, apart from technical details of the substances (e.g. Description, level of toxicity) what other substances it should not be used with and:

- how to store, handle, and use it;
- what protective clothing to wear;
- what to do in case of accident, spillage, etc.

Everyone who uses these substances must be informed about, as well as instructed and trained in, their use.

Regular monitoring and review of the arrangements are required.

Where the Director of Resources / Site Staff has to use hazardous substances, the above-mentioned safe systems of work must be drawn up and made available (e.g. by display) to all who use them.

If a COSHH assessment is not done and there is an accident to anyone while using a potentially harmful substance, the Trustees, Head or responsible person, may be held liable.

The Catering & Cleaning Contractor is responsible for providing COSHH information and training for his employees. However, it is the duty of the School to bring it to the Contractor's notice if COSHH arrangements are not being adhered to (e.g. cupboards containing harmful substances not being locked) as others are being put at risk.

Inflammable substances and compressed gas cylinders must also be correctly stored and used.

APPENDIX F

ELECTRICITY AT WORK REGULATIONS 1989

The Regulations require a safe system of work which will be adopted by the School and which will include having:

- all fixed wire installations tested at least every 5 years or at any interval recommended by the M & E Consultant. Completed August 2017;
- a certificate of the test of fixed installations;
- an inventory of all electrical apparatus / appliances;
- a record/log of term by term inspections and annual tests;
- all portable appliances tested once per year by a "competent" person using a portable appliance tester;
- all portable appliances (i.e. those appliances which are plugged in and out of an electrical socket) visually inspected once per term and a brief visual inspection each time used. The latter can be done by the teacher or even a student. (A visual inspection would involve checking the plugs, casings and cables looking for damage, cracks, fraying, wire exposure, etc.);
- a sticker displayed on tested appliances indicating pass (green) or fail (red) (any failed appliance must not be used until repaired – or it must be disposed of);
- stage lighting and switchgear inspected every three months, inspected and tested after each alteration to the system, and tested every year;
- any personal equipment brought into school inspected and tested before use.

Other points:

- flexible leads will not be longer than 2 metres;
- extension leads will only be used on a very temporary basis and not as fixtures; adapters will preferably be of the flat type;
- the aggregate input into an adapter will not exceed 13 amps;
- consideration will be given to eliminate the use of adapters and the inadvisable use of extension leads as fixtures;
- an assessment of the need for continuity bonding will be made by an electrical engineer;
- an assessment of the need for metal computer cabinets to be earthed will be made by an electrical engineer.

Care must be taken to check all plugs to ensure that the correct fuse is used. It is common for 13 amp fuses to be used, mistakenly, instead of 3 or 5 amp fuses, e.g. on lamps, TV's, computers. The coloured wires should not be visible from the outside of the plug.

If the appropriate inspections and tests are not carried out and logged and there is an accident caused by a defective appliance or system, someone – Trustees, Head, teacher or person with a specific responsibility for electrical inspections and testing – may be held liable in law.

APPENDIX G

DISPLAY SCREEN EQUIPMENT REGULATION "USERS" CRITERIA

It will generally be appropriate to classify the person concerned as a user if most of all of the following criteria apply:

- the individual depends on the use of display screen equipment to do the job as alternative means are not readily available for achieving the same time;
- the individual has no discretion as to the use or non-use of display screen equipment;
- the individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
- the individual normally uses display screen equipment for continuous spells of an hour or more at a time;
- the individual uses display screen equipment in this way more or less daily;
- fast transfer of information between the user and screen in an important requirement of the job;
- the performance requirements of the system demand high levels of attention and concentration by the users, for example, where the consequences of error may be critical.

APPENDIX H

MANAGEMENT OF HEALTH AND SAFETY REGULATIONS 1999

Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, organisation, control, monitoring and review of the preventative and protective measures.

Where the employer employs five or more employees, he shall record the arrangements referred to in paragraph (i).

RISK ASSESSMENT – SAFE SYSTEM OF WORK

- School: Dept: Class:
- Class Size: Technician/Classroom Assistant: Yes/No Room No:
- Any Special Considerations (e.g. SEN class, no. of students in class):
- Activity Title (e.g. loading kiln, deep frying):
- Hazardous instruments/equipment used (e.g. Knives, gas cooker):
- Hazardous materials used (glazes, boiling oil):
- Brief description of risk (e.g. Danger of scalding):
- Risk level (assessment by staff) LOW/MEDIUM/HIGH
- Precautions to be taken (e.g. supervision, protective clothing):
- Action required in case of accident:
- Other observation s/requirements:

The nearest First Aider is: _____ Room No. _____

Tel. No: _____

IN case of emergency telephone _____

Prepared by _____ Authorised by _____ (Leader of Subject)

Date:

APPENDIX I

NOTE ON EMERGENCY PROCEDURES IN THE EVENT OF A GAS LEAK

The Gas Board must be informed immediately and their advice sought – Emergency telephone number 0800 111 999

Action – Director of Resources /Site Team

The Gas Board guarantees to arrive within an hour, which they consider to be adequate in most circumstances. If, however, the smell of gas is strong and there is doubt about the effect of the gas or about the possibility of explosion, the Estates should be evacuated.

Action – Director of Resources /Site Team

Alert the Fire Brigade

Action – Director of Resources /Site Team

The best way of evacuation may be by word of mouth with instructions that there must be no smoking or switching on or off of lights or any electrical appliances particularly in the area affected

Action – Director of Resources /Site Team and notices

The starting point should be that part of the building nearest to the suspected leak. It may be that only that area need be evacuated.

Assembly should be at a point beyond that for fire – in case of explosion: **Holland Park**

Warning to adjacent Estates.

Action – Fire Brigade

Directions to Gas Board when their person arrives

Action – Director of Resources /Site Team

Checking procedures at assembly point as for fire.

Action – Director of Resources /Site Team

APPENDIX J

SAFETY ON OUTDOOR ACTIVITIES

The Management of Health and Safety Regulations 1999 require that:

Every employee shall make a suitable and sufficient assessment of:

- the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct of his undertaking ..." (Regulation 3)

The prime requirement is to avoid the risk if at all possible, i.e. by not taking part in a potentially dangerous activity. If it is decided that such an activity should, for whatever reason, be undertaken, then a risk assessment **must** be done. As a consequence of that assessment, procedures and a safe system of work should be devised in order to reduce the risk to a minimum.

It is clear that adventure activities (e.g. canoeing, skiing, underwater swimming, sailing, pot-holing, mountaineering etc.) involve significant risk to the participants. There is, therefore, a need to provide a written safe system of work for each separate hazardous activity undertaken. This should be included, along with a policy statement on such undertakings, in the establishment's Health and Safety Policy and Arrangements.

The following instructions must be stressed to all staff organising outdoor or adventure trips, and should be included in the policy statement, as being of fundamental importance to safety:

- **centres which are not registered with a nationally recognised body should not be used;**
- **any activity must be led by a professionally (nationally) qualified instructor.**

The following are points which should be addressed in the establishment of procedures and a safe system of work:

- written permission from parents;
- written approval for the activity from the Trustees;
- consultation with, and guidance from, the relevant Professional Body;
- appropriateness of insurances;
- ratio of students / young people to staff;

- consideration of the appropriateness of the age, previous experiences, physical ability, intelligence and behavioural patterns of the students / young persons in relation to the activity;
- assurances of the quality of equipment including protective and safety equipment etc.;
- assurances of the suitability and safety of the local conditions and environment;
- provision of first aid treatment;
- provision of all emergency posts, telephone numbers and other such information;
- provision of local procedures for emergency;
- provision of detailed schemes and programmes of work / instruction from the Company;
- pre-visit, if feasible, the site of the activity by party leader.

There may be other matters of a more specific nature attached to a particular activity which will have to be addressed.

“Safety in Outdoor Education” (Department for Education publication available from HM Stationery Office, ISBN 011 270 6908) is a valuable source of information and guidance.

APPENDIX K

STORAGE – SAFE SYSTEM OF WORK

- Storerooms, stock cupboards, etc., will be arranged in such a way that any risk of accident, injury or fire is reduced to a minimum, if not eliminated.
- Heavy items will be placed at a height consistent with a person's physical capacity to lift them up or down without risking injury, i.e. not too high, or indeed, too low.
- Storage will be planned so that the lightest and smallest (and not the heaviest or most bulky) equipment etc., is in the more out-of-the-way places.
- There will be appropriate means of accessing any high level storage, i.e. Kick-stool or stepladders
- Large or heavy packets can be split up to make carrying easier and safer.
- Stored items will be steady and firm, not precariously balanced or easily knocked over.
- Heavy items will be stacked on top of each other unless they are very secure and not too high.
- There will ease of access, i.e. Clear passage, to any stored items. Clutter will be cleared and extraneous materials disposed of.
- Rotation of stock is a factor which will be considered.
- Stepladders used for storing will be regularly inspected to ensure that they are in good condition (especially wooden ones).
- Care will be taken, when lifting, not to strain and run the risk of injury. Anyone who lifts regularly (e.g. school keepers) will ask for an assessment to be made if it is thought that there is a potential for injury and will have training on correct methods of lifting.
- All hazardous substances (see COSHH) and potentially dangerous equipment and instruments must be kept out of reach of students when not in use.
- Inflammable substances will be kept in metal containers and locked when not in use. A record of their whereabouts will be held centrally.
- Gas cylinders will be stored according to requirements.

APPENDIX L

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK (AMENDMENT) REGULATIONS 1994 – NEW AND EXPECTANT MOTHERS AT WORK

Regulation 13A – (1)

- the persons working in an undertaking include women of child-bearing age; and
- the work is of a kind which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any process or working condition, or physical, biological or chemical agents... the assessments required by regulation 3(1)* shall also include an assessment of such a risk.”

This means that particular account of risks to women of child-bearing age must be taken when making risk assessment in the workplace. If the assessments reveal particular risks to them, they have to be informed that they might be at risk while pregnant or breast feeding. They have also been told how the risk will be further reduced.

Risk Assessment entail identifying hazards and hazardous activities, identifying the risk associated with them and eliminating them if possible. If not, control measures/safety procedures must be introduced to minimise or reduce the risks where they are “significant”. These must be documented, implemented and monitored. If, having done this, there is still a significant risk to the health and safety of a new or expectant mother and this goes beyond the level of risk to be expected outside the workplace, the employer must, on a temporary basis:

- adjust her working conditions and/or hours; or
- offer her suitable alternative work, if any is available; or
- give her paid leave for as long as necessary to protect her safety or health or that of her child.

These possible actions have to be taken only when the employer has been informed in writing that an employee is pregnant. The employer must request in writing for the pregnancy to be confirmed, i.e. certified by a registered medical practitioner or midwife.

These actions, moreover, are only necessary where, as a result of a risk assessment, there is genuine concern. If there is any doubt professional advice must be sought.

What are the kinds of hazards or hazardous activities most likely to be encountered in Education and Libraries which might affect new or expectant mothers.

- Manual handling of loads.
- Working in very hot conditions.
- Fatigue from standing.
- Excessive physical or mental pressure.
- Working at heights.
- Working with very young children (chickenpox, rubella etc).

- Lone working, home visits – especially in the dark.

Concern will be expressed about working with the word processor. The evidence is that there is no need for pregnant women to stop working. However, it is recommended that because of the anxiety and stress associated with working with potential sources of radiation, pregnant women should be given the opportunity to discuss their concerns with someone adequately informed about this topic.

Each case is likely to be different and it is important that, when the Head is advised that an employee is pregnant, she should contact the Director of Human Resources so that consideration can be given as to what action, if any, may be appropriate. This will be done in consultation with the Health and Safety Officer.

The following publications are recommended as references: -

- The Management of Health and Safety at Work (Amendment Regulations 1994 – No 2 Statutory Instrument 1994 No 2865)
- New and Expectant Mothers at Work – A guide for employers. ISBN 0 7176 0826 3 (HMSO).
- Management of Health and Safety at Work Regulations – Approved Code of Practice 1992 ISBN 0 7176 0412 8
- 5 steps to risk assessment (Free leaflets) IND(G)163(L)