

# Health and Safety Policy

Health and Safety Coordinator – Rachel Jones

Health and Safety Governor – Julia Pryor

## Statement of intent

At **Kingsley St John's**, we are committed to the health, safety and welfare of our staff whilst at work, as well as pupils, visitors and contractors. 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.

## Legal framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

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

- DfE 'Health and safety: advice on legal duties and powers' 2014
- DfE 'Health and safety for school children' 2015

- DfE 'Keeping children safe in education' 2016, 2018, 2019 and 2020
- HSE 'Sensible health and safety management in schools' 2014

This policy should be used in conjunction with the following school policies and procedures:

- [Asbestos Management Policy](#)
- [First Aid Policy](#)
- [Supporting Pupils with Medical Conditions Policy](#)
- [Educational Trips and Visits Policy](#)
- [Manual Handling Policy](#)
- [Working at Heights Policy](#)
- [Lone Working Policy](#)
- [Family Support Worker Lone Working Policy](#)
- [Adverse Weather Policy](#)
- [Bomb Threat Policy](#)
- [Lockdown Procedure](#)
- [Fire Evacuation Plan](#)
- [Accident Reporting Procedure](#)
- [Covid Risk Assessment](#)
- [School Covid Recovery Plan](#)
- [Legionella Policy](#)

## Health and Safety at School

The **governing body, through delegation to the premises committee**, 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.
- Periodically 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.

The **governing body** endeavours to provide:

- 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.
- Health and safety is a standing item on the autumn full governors agenda, following the health and safety review.

The **headteacher** has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.

The **headteacher** will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by members of staff.

The **headteacher** is the **health and safety officer** and is responsible for the day-to-day implementation of the Health and Safety Policy. She is the designated contact with the **LA** and the Health and Safety Executive (HSE) where necessary.

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 body**.
- 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 **headteacher or the school bursar**.
- 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.

## Fire safety

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

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.

The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.

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

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

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

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**.

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

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**.

More in-depth information concerning reporting accidents and near-misses can be found in the **Accident Reporting Procedure**.

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.

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 scalding 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

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, 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 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

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the **health and safety officer**, will file a report as soon as is reasonably possible.

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

The school will report all accidents and injuries online where possible (using the above link/web address) or PRIME

Fatal and specified injuries, as outlined in 13.2, only may be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.

In the main, reporting should be conducted verbally to the **site maintenance officer or the bursar** as soon as possible, who will then inform the **headteacher** as appropriate.

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:

- Annually examining documents to ensure compliance with standards.
- Regularly inspecting premises, plants and equipment.
- Annual audits, including fire risk assessments and health and safety audits.
- Regular reports and updates to the **headteacher**.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

All visitors will sign in to reception.

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

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.

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.

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

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

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

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

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

Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

## Infection control, including Covid-19 Measures

**All staff** are aware of the significant risk of Covid-19 and other viruses, thus actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- Avoiding contact with persons with Covid-19 symptoms
- Increased hand hygiene
- Catch it, Bin it, Kill it mentality
- Support and engage in any Track and Trace systems in place (contact with PHE)
- Follow the latest PHE Guidance
- Working with local health officials in case of local lockdown
- Promote and support others in our approach
  
- use of CO2 monitors - when they arrive

**We** employ good hygiene practice 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 available for everyone to wash their hands throughout the school
- Ensuring there are sufficient hand sanitisation areas within school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Hygienically bagging any pupil's 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
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises
- Ensuring emergency PPE is available in key areas throughout the school
- Providing training and support in removing PPE and wearing face coverings in school.

Wall-mounted hand sanitiser is available in school.

CO2 monitors in each classroom - planned for 2021-22 - awaiting arrival currently

## Risk assessment

The **headteacher** has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.

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

### **POLICY REVIEW**

This Policy will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the annual health and safety review, at least annually.

Signed: ..... Chair of Governors

Signed: ..... Headteacher

Date: .....