

# Ashcroft School

## Health and Safety Policy

Date policy last reviewed: November 2023

Signed by:

*Paula Tankard*

Headteacher

18.1.24

Date:

*Anthony Farnworth*

Chair of governors

18.1.24

Date:

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## Statement of intent

Ashcroft School is 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 in Health and Safety effectiveness.
- 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.

This policy relates to all 3 Ashcroft services known as Ashcroft School, Ashcroft College and Ashcroft School House.

# 1. Legal Framework

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 Education (Independent School Standards) Regulations 2014
- The Independent School Standards 2019
- Advice on standards for school premises 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

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

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Risk Assessment Policy
- School Uniform Policy
- Lockdown Policy
- Personal Emergency Evacuation Plan (PEEP)
- Manual Handling Risk Assessment
- Manual Handling Policy
- Working at Heights Policy
- Lone Worker Assessment
- Display Screen Equipment (DSE) Assessment
- Together Trust Health and Safety Policies
- Administration of Medication Policy
- Data Protection Policy
- Educational Visits and School Trips Policy

## 2. Roles and Responsibilities

The Together Trust, as the school's proprietor, and the governing board in conjunction with the Headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Ensure that all new staff read and sign the General Safety Responsibilities for all Employees form (Togethernet – Health and Safety Forms) and retain them in the appropriate section of the health and safety folder.
- Inform the Health and Safety Team or Director of Resources of any health and safety concerns you have.
- Enforce compliance with safe working procedures and initiate appropriate action where safe working practices are ignored.
- Monitor operative performance 'constantly' to ensure safety standards are maintained.
- Report any hazards in the work environment (on the Trust's property) and ensure corrective action is taken.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure that no task is undertaken for the first time unless the significant risks have been identified and that appropriate controls are in place to minimise the risk and that relevant staff have been trained.
- Instruct and guide employees in safe working practices.
- Ensure whole-school 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.
- Assess the effectiveness of the policy and ensure any necessary changes are made at least annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

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 with the support of the Health and Safety team at the Together Trust.
- 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 heads of the appropriate departments and other 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.

The school health and safety officer together with the Trust health and safety team 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.
- Support staff with any queries or concerns regarding health and safety.
- Ensure the caretaking team complete the necessary checks daily, weekly and monthly.
- Ensure Trust procedures are followed across all Ashcroft services.
- To support staff with Identifying hazards and formalise risk assessments.

Pastoral Leads 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 service, 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.

All members of staff will:

- All staff have a duty under the Health and Safety at Work Act. There is a form entitled General Health and Safety Roles and Responsibilities for all Employees. All staff will need to sign this to show you understand your responsibilities. The main responsibilities under the law are that all staff must:
- 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.
- To ensure fire exits are kept unobstructed, to be familiar with the emergency evacuation procedure, location of alarm points and emergency equipment.
- To contribute to the assessment of workplace risk, procedures for reviewing the control of risks and report any inadequately controlled hazards.
- To attend all Health and Safety training and refreshers as stipulated in the training framework and follow appropriate guidelines.
- To report immediately any unsafe practices/conditions/equipment to the relevant line manager.

- Not to be under the influence of alcohol/intoxicating drug, (prescribed or otherwise which might impair motor skills or judgement) that would classify them unfit for work, at the managers discretion.
- To be aware that smoking and vaping is prohibited in all Trust sites.
- To be aware that practical joking or other acts which might jeopardise the health and safety of any other person are forbidden.
- Not to jeopardise the health and safety of yourself or others, due to severe illness/ fatigue or self-inflicted injury that would classify them unfit for work, at the Manager's discretion.
- Not to repair, adjust or tamper with the internal working of electrical equipment when not qualified to do so.
- To dispose of all waste materials safely so that they do not constitute a hazard to anyone.
- Not to undertake a specific task which appear to be unsafe, until you have received adequate safety instruction and are deemed competent.
- To wear appropriate clothing, footwear, personal protective equipment as appropriate. If there are any other safety devices, they must be correctly fitted/in good working order and report any defective equipment to the Manager.
- To be aware that all injuries must be recorded and reported to the Line Manager (a copy will be sent to the Chief Executive's Office). Complete the school accident book in the admin office.
- To plan detailed movement management tasks using the risk assessment form provided in the Trust Manual Handling policy.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- All staff need to 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 Together Trust.
- 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, and ensure such equipment is not used improperly.
- 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. These must be kept securely.
- 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 when in charge of pupils.

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.

A member of staff from Ashcroft services will attend the Trust Health and Safety Committee meetings quarterly.

The Health and Safety Committee comprises of staff with specific Health and Safety responsibilities within the Centre, and Trust establishments, this includes elected Health and Safety Representatives from across the Trust. The group meets on a quarterly basis. As a member of the group, you will meet to discuss changes in Health and Safety legislation, and related issues affecting the lives of staff, children, young people, and vulnerable adults. The member of staff attending the meeting will ensure that relevant matters are fed back the senior team at Ashcroft School.

### **3. Training and First Aid**

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

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.
- Some teaching staff will have responsibility for the storage and accountability for potentially hazardous materials in their department.

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

- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials. This will include members of the caretaking team and the cleaners through their own employers.

#### **First Aid**

The school will act in accordance with the Trust First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The First Aid Champion and School Nurse will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school.



When conducting a first aid needs assessment, the school will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

The Headteacher will ensure that there is an appropriate number of first aid trained staff members working within in each classroom. All staff have received training in emergency first aid.

The following staff members have completed a 3 day course in First Aid:

<b>Name</b>	<b>Location</b>	<b>Extension no.</b>	<b>Certification expiry date</b>
Francine Ross	Deputy Head Office	4764	July 2026
Tom Edghill	PBS Office	4817	July 2025
Laura Smith	Ashcroft College	3321	July 2026
Elaine Jennings	School House	3364	July 2026
Adam Watson	Ashcroft College	C/O 3321	July 2026
Shane Henry	Outdoor Education	4758	July 2026

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

<b>Location</b>	<b>Responsible staff member</b>
Ashcroft School Medical Room Ashcroft School Admin Office Ashcroft School Shine Room	Tom Edghill
Ashcroft College Medical Room	Adam Watson and Laura Smith
School House Medical Room	Elaine Jennings

#### **4. Contacting the Emergency Services**

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

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, a member of the Pastoral Team will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the far side of the school field. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

## **5. Accident Reporting and Investigation**

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

The Headteacher will be informed immediately if the accident is fatal or a 'major injury', as outlined by the HSE.

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

The school will always record and report work-related injuries of staff members or pupils.

### **Reporting Significant Accidents**

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 school will always report 'specified injuries' to the HSE without delay. These injuries 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
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any 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

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, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

### **Reporting Procedures**

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Trust health and safety officer and Facilities Manager, or a person appointed on their behalf,

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 Trust will not submit written accident reports to the HSE, except for in exceptional circumstances. The Trust will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

### **Reporting Hazards**

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the Headteacher as appropriate. Serious hazards will be reported immediately to the school caretaker and a member of the admin team.

### **Accident Investigation**

All accidents, however minor, will be investigated by the health and safety officer/and or line manager with the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Trust 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 or illness.

## **6. Active Monitoring System**

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Regular examination of documents to ensure compliance with standards.
- Annual inspection of premises, plants and equipment.
- Termly reports and updates to the Headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## **7. Risk Assessment**

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.

Regular assessments of high-risks areas, such as laboratories, will be undertaken. Annual risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

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.

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

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

The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays. The Headteacher will approve all risk assessments prior to the trip.

A Risk Assessment Policy will be written by the educational visits co-ordinator and approved by the Headteacher and governing body.

## **8. Slips and Trips**

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
  - 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

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

## **9. Fire Safety**

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

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

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different fire points around the school, and records will be maintained and held in the Health and Safety folder. Emergency lighting will be tested on a monthly basis, and records will be maintained and held in the Health and Safety folder.

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

The school will implement its Fire Risk Assessment to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

## **10. Sharps**

For the purposes of this policy, “**sharps**” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the Pupil Behaviour Policy.

### **Handling and Disposing of a Sharp**

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The Headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring equipment to remove the sharps. A standard kit should contain:

- Protective gloves.
- A pair of long-stemmed tongs.

- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the Headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

### **Sharps Injury**

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

## **11. Lockdown and Bomb Threat Procedure**

The school will follow the procedure outlined in the Trust Lockdown Policy and in PEEPs in the event of a crisis.

All staff fully understand and effectively implement the school's Lockdown Policy. Staff in offices are aware of the Trust Threatening Phone Call procedures and information sheet.

In the event of an emergency, the procedures outlined in the Trust Lockdown Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Trust Policy. All staff complete annual training on the Prevent procedures which includes handling bomb threats etc.

## **12. Visitors and Contractors**

The procedures outlined in the school policy and will be implemented by relevant staff when receiving visitors to the school. Visitors use the school's digital sign in facility which advises them of the school procedures and safeguarding information.

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.

## **13. Construction and Maintenance**

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- 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 of 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.

The Headteacher in conjunction with the Trust Facilities Manager will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Trust Facilities Manager will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Headteacher will also 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 the principal contractor and/or 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.

The Trust Facilities Manager will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required. 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.

## **14. Personal Protective Equipment (PPE)**

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 where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the health and safety officer and science teacher to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.

Staff and pupils will receive appropriate 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.

## **15 . Work-related Hazards**

### **Manual Handling**

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 or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the Trust's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

In order to manage these risks, the school will implement and follow the Trust Manual Handling Policy.

### **Working at Heights**

Policy and procedures concerning employees working at heights will be addressed in the Trust's Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

### **Lone Working**

Policy and procedures concerning employees' lone working will be addressed in the Trust Lone Worker assessment within the Health and Safety Policy. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

### **Stress Management**

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. All staff

wellbeing matters are managed in line with the Staff Wellbeing Policy. A stress risk assessment will be written by the line manager and staff member to support them.

### **Display Screen Equipment**

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. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy.

## **16. Maintaining Equipment**

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. 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
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It will be the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Any portable electrical equipment will be visually inspected on a regular basis by the site manager and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

The school will make use of automated external defibrillator (AED) as part of its first aid equipment and maintain an AED.

## **17. Hazardous Materials**

The school will act in accordance with the Trust's COSHH Policy at all times.

The school will only purchase hazardous materials such as chemicals for science experiments from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. 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. No chemicals or other hazardous materials will be used without the permission of the Headteacher. The school has a legal obligation to follow:

- Elimination: removing the hazardous substance completely
- Substitution: replacing the hazardous substance with a less harmful one
- Change processes: modifying the way the substance is used or handled
- Engineering controls: using equipment or systems to reduce exposure

- Supervisory controls: implementing rules, procedures, and training
- PPE: providing personal protective equipment for workers

The Science teacher will be 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 Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely. The Health and Safety Office can support if required.

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

The Headteacher will ensure that relevant staff members are suitably trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. All COSHH and ionising radiations regulations will be adhered to. All chemicals will be held in the appropriate container within the chemical cupboard. The science teacher will check these containers and the cupboard are kept locked at all times. There is adequate ventilation in this cupboard by the use of an extractor fan.

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

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the Headteacher. The Headteacher will ensure staff are appropriately trained to use the chemicals required in practical lessons.

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

The science teacher will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the science teacher 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.

## **18. Asbestos management and Legionella Checks**

The Trust Health and Safety team arrange and manage the asbestos risk assessment and surveys. In accordance with HSE guidance, an asbestos management survey was undertaken on 15<sup>th</sup> November 2023 by AEC, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, if risks are identified, these will be dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

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

Legionella checks are carried out monthly by AEC and organised by the Trust Health and Safety team. The paperwork will be reviewed by the school health and safety officer to ensure the water temperatures do not pose a risk to pupils. Action will be taken to rectify this.

## 19. Cleaning

Contract cleaners will be monitored by the caretaker together with the supervisor from the contractor. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the caretaker. Special consideration will be given to the disposal of laboratory materials and clinical waste in line with the regulations.

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 the following:

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

## 20. Infection Control

The school will actively prevent the spread of infection through the following measures:

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

The school will keep up to date with national and local immunisation scheduling and advice. The school encourages parents to have their children immunised supported by the local immunisation team.

All staff will be subject to a full occupational health check before starting employment at the school if required.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

Further information concerning the schools' policies and procedures addressing infection control can be found in the Trust Infection Control Policy.

## **21. Allergens and Anaphylaxis**

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the Headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

The Headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

## **22. Medication**

The Trust's Administration of Medication policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

## **23. Smoking**

The school is a non-smoking premises and no smoking will be permitted on the grounds. All staff, pupils, visitors and contractors will be made aware of these rules.

## **24. Security and Theft**

Steps taken to reduce security risks will be addressed in the Trust Policy.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Petty Cash will be held securely.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

## **25. Severe Weather**

The school will act in accordance with the Trust Health and Safety Policy where the weather could pose a risk to individuals on school site.

The Headteacher, in liaison with the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

## **26. Safe use of Minibuses and School Cars**

Health and safety policy and procedures concerning school minibuses will be contained in the Trust's Vehicle Policy. The caretakers will be responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

Drivers of the minibuses will have completed MIDAS training and their licence checked regularly.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

The following staff members hold the required licence and have completed specific training allowing them to drive the minibus:

<b>Staff member's name</b>	<b>Staff member's role</b>
Shane Henry	Outdoor Education Teacher
Neale Pinkerton	KS3 Teacher
Tom Edghill	Engagement Co-ordinator
Stevan Barrett	Caretaker
Adam Watson	Sports Teacher
Kevin Bannon	Media Studies Teacher

## **27. School Trips and Visits**

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits and School Trips Policy.

## **28. Near Misses**

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the Headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

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

## **29. Monitoring and Review**

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

The next scheduled review date for this policy is November 2024.

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