

# Health and Safety Policy

## ISP School Battle



|                            |  |                       |
|----------------------------|--|-----------------------|
| <b>Approved by:</b>        | Governing Body                                     | <b>Date:</b> May 2022 |
| <b>Last reviewed on:</b>   | May 2021, May 2022, September 2022, September 2023 |                       |
| <b>Next review due by:</b> | September 2024                                     |                       |

## **ABOUT THIS DOCUMENT**

### **PURPOSE**

The health and safety policy highlights our commitment in ensuring employees, pupils and other stakeholders are provided with a safe and healthy learning and working environment.

### **SCOPE**

This Policy applies to ISP School and the curriculum activities under its control

ISP Battle School  
Glengorse  
Battle  
East Sussex  
TN33 0TX

This Policy statement complements (and should be read in conjunction with) the Group Policy.

The responsibility and ownership of Health and Safety lies with The Head Teacher, Responsible for Health & Safety at the school supported by the Director of Education and the Local Governing Body. UK standards listed in this Policy and those imposed by Ofsted and by the Group Policy must be applied.

### **POLICY OWNER**

This Policy is owned by the Polaris Community (DRHS). If you have any queries or comments regarding the information contained in the document, please contact the Health & Safety and Property Manager: Faye Shaw – [faye.shaw@polariscommunity.co.uk](mailto:faye.shaw@polariscommunity.co.uk)

### **DOCUMENT APPROVAL**

This policy is approved by the Local Governing Body and is reviewed annually by the DRHS. The Health and Safety Committee approves any changes to this policy, and any major changes are endorsed by the Local Governing Body.

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## 1.0 Health and Safety Policy Statement

The requirement to provide a safe and healthy working environment is acknowledged and the Local Governing Body and the Head Teacher who recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974 and the requirements of Ofsted.

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Governors and Head Teacher discharge their duties under the Health and Safety at Work etc. Act 1974.

The Management Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We will:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for employees and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by ensuring appropriate information training and supervision is provided to employees, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.
- Ensure so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its activities.
- Consult with our employees on health and safety matters
- This Policy will be reviewed and monitored annually by the Head Teacher and the Governing Body.

Signed:



Head Teacher: Caroline Belchem

Date: 01 09 2023

## 2.0 Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

### 2.1 Links to other policies

Premises Management Policy

Management of Serious Incidents Policy

Fire Safety Policy

Fire Safety Emergency Evacuation Policy

### 3.0 H&S Responsibilities

#### 3.1 Head Teacher/**Caretaker**/Director of Education

The Head Teacher **and Caretaker** under the direction of the Director of Education (Toni Reedman)/Health & Safety & Property Manager (Faye Shaw)

##### Main Responsibilities

|     |   |
|-----|---|
| 1.  | To initiate the Company Safety Policy for the prevention of injury and damage, to set targets for reduction of accident and incident rates.       |
| 2.  | To administer and implement the Policy  |
| 3.  | To know the requirements of the relevant legislation and ensure they are observed whilst carrying out Company activities.                         |
| 4.  | To ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely                              |
| 5.  | To initiate proper reporting procedures in the event of injury, damage and loss. Promote action to preclude re-occurrences.                       |
| 6.  | Where, reasonably practicable, to analyse accident/incident trends  |
| 7.  | To discipline any employee (including sub-contractors) failing to discharge satisfactorily their responsibilities regarding health and safety     |
| 8.  | To encourage the distribution of relevant safety information to all persons concerned and promote communication of issues throughout the company. |
| 9.  | To ensure that sufficient funds and facilities are made available to meet requirements of the Company Safety Policy                               |
| 10. | To promote and maintain the Company's on-going determination to improve its performance in Health, Safety and Welfare                             |
| 11. | To chair the Company's Health and Safety Management Meetings  |
| 12. | To accompany Enforcement and Ofsted Inspectors, as required, on any visits and arrange compliance with all recommendations made by them.          |

### 3.2 School Local Governing Body

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Head Teacher and ISP School, Battle, **Caretaker.**

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

#### Main Responsibilities

|    |   |
|----|---|
| 1. | Ensure that those who have been assigned specific responsibility in school for H&S have been identified, this has been communicated and adequate training and instruction given                   |
| 2. | Ensure competent persons are in place to advise the school on H&S issues  |
| 3. | Will set targets with the Director of Education and the Head Teacher to improve safety performance  |
| 4. | Will monitor targets set by the Company and Ofsted are met  |
| 5. | Seek advice from and receive reports from the East Sussex and School Improvement Officers as appropriate and take action as necessary   |
| 6. | Ensure that Health & Safety premises inspections and auditing takes place   |
| 7. | Where, reasonably practicable, to analyse accident/incident trends  |
| 8. | Reviewing and monitoring the Schools Health & Safety procedures for ensuring compliance with regulatory and reporting requirements and its relationship with the relevant regulatory authorities. |
| 9. | To appoint a governor with responsibility for Health Safety who will carry out an independent Health and Safety premises inspection and report back to the Head Teacher and Governing Body        |



### 3.3 Head Teacher

In the Head Teacher's absence, the Deputy Head/ Deputy Designated Safeguarding Lead (Amelia Stoner), assumes the below day-to-day health and safety responsibilities.

#### Main Responsibilities

|     |   |
|-----|---|
| 1.  | To initiate the Company Safety Policy for the prevention of injury and damage, to set targets for reduction of accident and incident rates.       |
| 2.  | To administer and implement the Policy  |
| 3.  | To know the requirements of the relevant legislation and ensure they are observed whilst carrying out school activities.                          |
| 4.  | To ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.                             |
| 5.  | To initiate proper reporting procedures in the event of injury, damage and loss. Promote action to preclude re-occurrences.                       |
| 6.  | Where, reasonably practicable, to analyse accident/incident trends  |
| 7.  | To discipline any employee (including sub-contractors) failing to discharge satisfactorily their responsibilities regarding health and safety.    |
| 8.  | To encourage the distribution of relevant safety information to all persons concerned and promote communication of issues throughout the company. |
| 9.  | To ensure that sufficient funds and facilities are made available to meet requirements of the school Safety Policy.                               |
| 10. | To promote and maintain the schools on-going determination to improve its performance in Health, Safety and Welfare.                              |
| 11. | To oversee the completion of pre-planned maintenance inspections and ensure records are kept up to date.  |
| 12. | To ensure that a fire risk assessment is completed annually and the fire emergency plan is updated along with any fire drill records.             |
| 13. | To ensure all risk assessments are reviewed as necessary  |
| 14. | To ensure competent persons are in place to advise on H & S issues  |
| 15. | To Lead the school Health and Safety Management Meetings  |
| 16. | Will monitor targets set by the Governing Body and Ofsted and ensure they are met   |

### 3.4 Employees

#### Main Responsibilities

|     |   |
|-----|---|
| 1.  | To comply with all relevant legislation and to read and adhere to the company Health and Safety Policy. They are to seek guidance from managers on their duties when they have problems understanding their duties or have reading or sight impairment. |
| 2.  | To ensure that the company's safety procedures are carried out.   |
| 3.  | To ensure that all Personal Protective Equipment is properly worn and used in accordance with manufacturers' guidance and recommendations by them and pupils.   |
| 4.  | To report any faulty or defective equipment, plant, tools, machinery, building, unsafe behaviour to management immediately. Do not attempt to repair any faulty electrical equipment.   |
| 5.  | To report immediately any serious safeguarding, accident, incident, health issue or impending prosecution (including driving prosecutions) to the Head Teacher  |
| 6.  | To ensure they are fully conversant and comply with all Risk and COSHH Assessments, Method statements, permit to Work procedures, and other safe working practices.   |
| 7.  | To keep emergency stairs, corridors and exits free from obstruction   |
| 8.  | To switch off all electrical equipment before leaving the premises.   |
| 9.  | To not to smoke anywhere in the premises.   |
| 10. | Not to interfere with or misuse anything provided in the interest of health, safety and welfare.  |
| 11. | To make themselves available for Health and Safety training, as the school deems necessary.   |

### 3.5 Health & Safety Committee

The Health & Safety Committee consists of the Head Teacher (Caroline Belchem), School Administrator (Zena Maher), Health & Safety and Property Manager (Faye Shaw) and Health & Safety Governor **and Caretaker** (Andrew Belchem).

#### Main Responsibilities

|    |  |
|----|--|
| 1. | Act as the forum through which all health and safety issues and for monitoring statutory compliance with statutory requirements are raised and discussed.                          |
| 2. | Ensure any proposed changes in the workplace significantly affecting the health and safety of employees are fully discussed with the employees' health and safety representatives. |
| 3. | Review statistics of all accidents and incidents that occur on the school's premises or accidents that occur offsite whilst individuals are working on school business.            |
| 4. | Request accident investigation reports and discuss and recommend changes to procedures or the working environment if necessary.  |
| 5. | Discuss health and safety training requirements and make recommendations for changes where necessary.  |
| 6. | Discuss emergency procedures and make recommendations for improvements where necessary.  |
| 7. | Consider any reports subsequent to inspections by enforcing authorities, discuss implications and recommend appropriate actions.   |
| 8. | Help promote a healthy and safety aware culture in the working environment. Discuss new or changes to existing legislation.  |

### 3.6 Health & Safety/Property Manager (Faye Shaw)

#### Main Responsibilities

|     |  |
|-----|--|
| 1.  | To complete the auditing of Health & Safety files  |
| 2.  | To keep safe systems of work procedures up to date   |
| 3.  | To check systems and recording is in place for incidents and that any requirements for material changes in the prevention of accidents relating to near misses are met                 |
| 4.  | Arranging for regular inspection and audits of the premises  |
| 5.  | To oversee the completion of pre-planned maintenance inspections and ensure records are kept up to date.   |
| 6.  | To ensure that a fire risk assessment is completed annually, the fire emergency plan is updated and fire drill records are kept and evaluated.   |
| 7.  | To ensure all risk assessments are reviewed as necessary.  |
| 8.  | To liaise with the landlord regarding any health & safety issues arising out of the terms of the lease.  |
| 9.  | To recommend and supply, as required, appropriate training   |
| 10. | To advise on Health & Safety matters regarding: <ul style="list-style-type: none"><li>• Employment</li><li>• Pupils</li><li>• Machinery</li><li>• PPE Procedures</li></ul> As required |

### 3.7 Health & Safety Manager

Facilities and Procurement Manager (Bernard Dwyer) will ensure responsibility for existing agreed contractors and suppliers. For local, one off use of contractors in an emergency the Head Teacher (Caroline Belchem) would hold this responsibility

#### Main Responsibilities

|    |   |
|----|---|
| 1. | To ensure all contractors and suppliers Health & Safety Risk Assessments are in place and appropriate |
| 2. | To review and update procurement checks relating to Health & Safety standards                         |

Head Teacher (Caroline Belchem) and **Caretaker (Andrew Belchem)**

#### Main Responsibilities

|     |   |
|-----|---|
| 1.  | To discuss with the School Leadership team methods of preventing injury to any persons connected with the school and possible improvements in existing working methods that may affect health, safety and welfare of staff pupils and others. |
| 2.  | Ensure adequate security systems are maintained   |
| 3.  | Ensure the general cleanliness of the premises and that adequate welfare facilities are provided  |
| 4.  | Ensuring that plant and equipment is adequately maintained, inspected and records retained  |
| 5.  | Arranging for the regular testing and maintenance of electrical equipment   |
| 6.  | Maintaining records of plant and equipment maintenance tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance  |
| 7.  | Ensuring that adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Safety Signs and Signals Regulations  |
| 8.  | Maintaining a health and safety file on the premises in relation to any construction or project work covered by the Construction (Design) and Management Regulations  |
| 9.  | Ensuring that adequate systems are in place for the management of asbestos through the 'Premises Management Plan' and control of legionella and excessive water temperatures  |
| 10. | To respond and act promptly to address notifications of a defect reported that could affect the health and safety of building occupants   |
| 11. | To ensure that all contractors on site are made aware of fire arrangements  |

|    |   |
|----|---|
| 12 | To report accidents and incidents to the Head Teacher |
|----|---|

### **3.8 Children and Parents/Carers**

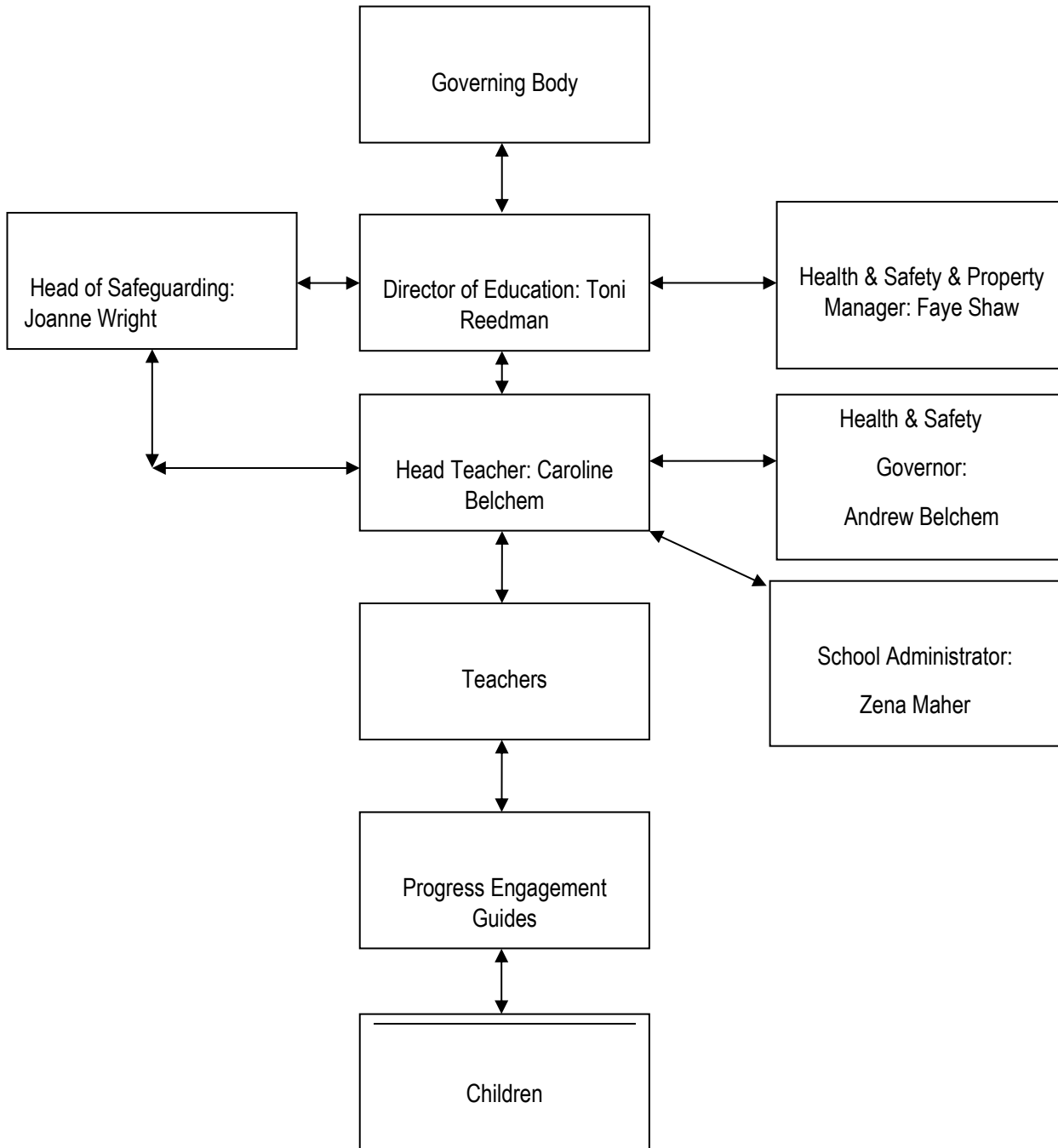
Children and parents are responsible for following the school’s health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

All children must be encouraged to follow safe working practices and observe all school safety rules.

Responsibilities of Children, Parents/Carers are:

|    |   |
|----|---|
| 1. | Follow instructions issued by any member of staff in case of an emergency   |
| 2. | Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc |
| 3. | Inform any member of staff of any situation which may affect their safety or the safety of other children                             |

### 3.9 Health & Safety Structure Chart



## **4.0 Management Arrangements**

### **4.1 Identifying Requirements and Planning**

The organisation identifies and maintains the H&S requirements with assistance from its retained Competent Health and Safety Advisor - Peninsula.

The H&S requirements come from a number of main areas:

- instruction of the Board of Governors and the Health & Safety and Property Manager
- strategic objectives that need to be implemented
- regulatory and other external requirements
- sector and industry associations
- H&S hazards that fall within the organisation's control
- H&S hazards that have been identified by others as affecting our work activities
- information received from our appointed Competent Health and Safety Advisor.

The H&S requirements will be identified by:

- regular H&S audits
- regular H&S inspections
- risk assessments
- legislation
- information and instruction received internally/externally.

#### **4.1.1 Budget and Resource**

Emergency financial resources will be made available by the Polaris Community subject to its formal approval by the CEO.

## **4.2 Communication**

Management shall encourage effective two-way communication of information between all parties involved in the business activities including others e.g. contractors, other tenant/owner occupiers etc.

Communication protocols will be established with others prior to the contract and premises occupation, and communicated to relevant parties.

The Health & Safety & Property Manager (Faye Shaw) and the supervisory management team views communication between themselves and employees as an essential part of effective health and safety management. Participation of all relevant personnel in the risk assessment process is essential as is the effective passing of standards, information and instruction to others.

Employees, suppliers and contractors are actively encouraged to report all accidents and near miss incidents. Even more important is to feed-back concerns to management if potential hazards or uncontrolled risks are identified.

For employee information, the Health and Safety Law poster "What You Should Know" will be prominently displayed in a prominent place with local information added, for example contact details of health and safety contacts.



### 4.3 Competence

Competence is generally accepted as the ability to apply practically a mix of knowledge, skills, experience or other qualities to a particular task. An individual should be sufficiently competent to not only carry out the routine task, but to be able to cope with unexpected changes and/or situations that may arise.

It is not appropriate just to rely on the assumption that someone is capable of carrying out a task because it is perceived to be just 'common sense'.

The company recognises that it is duty bound to determine the levels of competence held by making reasonable enquiries of individuals.

This may take the form of :

- questioning - not only to obtain information on previous work and experience, but also to give examples of situations that may arise during a contract, and establish how individuals would deal with it in a safe manner
- proof of experience of similar work, e.g. references/testimonials
- sight of certificates of technical qualification and possibly checking with the issuing body
- checking membership of relevant professional organisations and associations
- personal knowledge of the person's ability.

Remember, it is important to verify any information given, for example seeing written evidence of qualifications, membership of organisations, etc. Always make sure everything is up to date and relevant.

### Competent Health and Safety Advisor

The school recognises its obligation under Regulation 7 of the Management of Health and Safety at Work Regulations to offer access to competent health and safety assistance to help with compliance of relevant statutory provisions. A professional company has been appointed and the Health and Safety Practitioners hold full Chartered membership of the Institution of Occupational Safety and Health (CMIOSH).

### 4.4 Consultation

The school have in place a two-way communication system that will enable it to fulfil its legal obligations to consult with all staff in good time, so that their views can be taken into account and suggestions for health and safety improvements through a staff Health and Safety Committee. The following matters are relevant to these meetings and discussions where there are health and safety implications:

- the introduction of new methods of work, including introducing new technology and equipment
- the arrangements for nominating designated 'competent people' to help us satisfy health and safety laws
- any change which may substantially affect their health and safety working practices e.g. in procedures, equipment or ways of working, location of work, work times etc.
- information about the likely risk and dangers arising from their work, measures to reduce or get rid of these risks, and what they should do if they must deal with danger
- plans of health and safety training

- the health and safety consequences of introducing new technology.

The Head Teacher and the management team view communication between themselves and staff as an essential part of effective health and safety management to allow health and safety concerns by employees to be raised and actioned.

The process for consultation is informal and all employees are invited to raise issues directly with management on a one-to-one basis, in writing or during team meetings. The school will ensure that adequate health and safety information is provided to employees especially in respect of risk assessments and legislative obligations through site meetings, one to ones or written information. Any correspondence, notices, leaflets etc, from or regarding health, safety and welfare, will be forwarded to employees and a record of meeting actions made.

Information will be communicated

- Via **weekly** email
- On notice boards
- Bulletins
- Newsletter

#### **4.5 Control**

Supervisory and teaching management will always ensure that adequate risk assessments and associated controls are in place in all workplace activities. This means knowing what is going on at all times. It includes activities undertaken by the pupils, the adult team as well as all contractors and specialists.

Special risk assessments for staff relating to health problems, stress, pregnancy, lone working, fire, noise, vibration will be carried out by competent persons appointed by the HR Department.

Control has for the most part to be delegated to key personnel and supervisory teaching management must satisfy him/herself that others are competent to do this and fulfil their responsibilities.

#### **4.6 Cooperation**

The Health & Safety & Property Manager (Faye Shaw) will liaise with the landlord to discuss areas of common concern regarding health and safety and issues arising out of the terms of the lease.

Topics of general concern would include:

- statutory maintenance and service checks
- fire and emergency arrangements
- security
- recycling and waste disposal
- accidents/incidents/near misses in communal areas
- shared welfare facilities.

## 4.7 Information

Information relating to health, safety and the environment will be conveyed to employees, **children** and others who may be affected, in one or more of the following ways:

- notices on notice boards
- signage
- letter or email to individuals
- 1 – 1 conversations
- briefing by individual supervisory management such as “tool box talks”
- briefing by the Health and Safety Advisor
- access to periodicals and the information resource.

Supervisory management and teaching team are responsible for the provision of adequate information to employees and **children**. If employees are concerned that the information they receive is inadequate to maintain their own and others safety, it is their duty to inform their supervisory manager accordingly. Similarly, employees are expected to take reasonable steps to familiarise themselves with published information and to take notice of it.

## 4.8 Instruction

Instructions, in health and safety law terms, are orders or directions irrespective of the way in which they are issued – i.e. verbally or in writing. Supervisory managers and teaching team must issue adequate instructions to employees and pupils to maintain health, safety and welfare.

The majority of instructions necessary are contained in this document and other associated guidelines. The requirements of these documents are to be regarded as instructions.

## 4.9 Monitoring – Reactive / Proactive

The various monitoring activities include:

- checking and inspection of equipment including annual PAT testing
- auditing for compliance with H&S procedures and legislation
- identifying opportunities for improvements either in procedures and H&S performance
- auditing to check H&S performance improvement
- maintaining records to provide evidence of these activities.

The following is a list to be monitored:

- fire alarms
- smoke detectors
- portable electrical equipment
- emergency lighting
- fire extinguishers
- asbestos
- water temperatures
- emergency/fire evacuation (numbers)
- portable electrical items
- accident and incident performance
- auditing/inspection KPI performance (number of audits/inspections)

## Checking and Inspection

Equipment checking will be overseen and managed by the Health & Safety Co-Ordinator/**Caretaker**, the Head Teacher and the Health & Safety & Property Manager who will carry these out to an agreed schedule with equipment providers and records retained.

### 4.10 Reviewing

Periodic review of the health, safety performance is a responsibility of the Head Teacher to ensure the continuous improvement of the safety management system will be reported in the SEF to the Governing Body by the Head Teacher.

Our Health and Safety Committee meets bi-annually. This policy will be reviewed annually. This reviewed policy would then be sent to the Governors for consideration and then to be ratified.

Risk assessments will be subject to annual review or if new information comes to light, as a result of a RIDDOR reportable incident or things change.

### 4.11 Supervision

Supervision (keeping under 1:1 observation) provides direction; help, guidance, example and discipline to ensure systems and procedures are correctly and consistently applied by staff and pupils.

Staff, **children**, suppliers and contractors must be supervised to ensure safety. The supervisory teaching and management team will ensure that all those operating within their areas of control are adequately supervised at all times or shadowed for a particular timescale.

**Children's** supervision will include out of school learning activity/study support and pupils must not be left unattended during curriculum time and all other times when in care of school, agreed staff ratios are in place for off-site visit and whilst escorting **children** e.g. crossing roads

In line with the school Safeguarding policy any staff member supervising **children** must be subject to the appropriate disclosure and barring check before supervision of a **child** is permitted and this must be repeated every 3 years. Disclosure and barring checks are non-transferrable from outside organisations.

### 4.12 Training

In addition to Induction training, where deemed necessary, the Head Teacher will arrange for employees to undertake other types of training in health and safety related subjects. This will be dependent on their job responsibilities e.g. safeguarding, food hygiene, manual handling, DSE operations, first aid, fire warden etc. Training is an important risk reduction method to allow the organisation to provide a competent workforce.

The Head Teacher will assess staff training needs and identify minimum health and safety competencies and safeguarding for certain activities. Where appropriate members of staff will receive training in some or all of the following categories:

- Induction to include this Policy
- Safeguarding
- fire awareness and emergency evacuation procedures for the school premises
- the risk assessment process and hazard reporting

- accident and near miss reporting procedures
- first aid and occupational health arrangements
- health and safety consultation procedures.
- Special training where identified in the pupil support assessment and plan

Training needs will be kept under constant review through the performance assessment process and the annual audit.

Information on all training courses attended and job training must be given to the Head Teacher who will keep records.

## **5.0 Premises Management**

ISP School, Battle has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. ISP School, Battle needs to consider the building:

- Condition – focus on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other non-education centric statutory requirements.
- Suitability – focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the ISP School in raising educational standards.

The ISP premises are monitored by all staff, who liaise with the staff responsible for health and safety.

Please see Premise Management Policy within the School Site Pack.

## **5.1 Accident Reporting, Recording and Investigation**

Serious injuries and diseases in the school or as a result of school curriculum activities are to be reported to the Head Teacher who will take the lead on the investigation with the Health and Safety Executive/Local Authority as under RIDDOR 13 in conjunction with the Facilities Management and Health and Safety Advisor.

Dangerous occurrences including the collapse of, overturning of, or the failure of load bearing parts of lifts and lifting equipment are reported to the HSE/Local Authority under RIDDOR 13 by the Head Teacher in conjunction with the Facilities Management and Health and Safety Advisor.

Full procedures and a list of reportable accidents can be found on the Health and Safety Intranet site.

Any RIDDOR reportable incident to be notified to the Director of Education

### **ACCIDENT RECORDS**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the child's educational record

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

## **REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES**

The Designated Safeguarding Lead, will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Designated Safeguarding Lead, will also notify East Sussex County Council, Safeguarding, of any serious accident or injury to, or the death of, a pupil while in the school's care

### **5.2 Contractors**

It is the policy of the school to ensure that where contractors are selected and appointed to carry out work on its behalf, that those appointed can verify their competency to carry out their work safely and to comply with current and relevant health and safety legislation and a member of a Safety Scheme in Procurement Scheme (SSIP) e.g. Contractor Health and Safety Assessment Scheme (CHAS) of equivalent

Whenever appointed arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, permit to Work, and the project manager are established and identified with the Facilities and Procurement Manager and the Head Teacher.

Projects and notifiable construction works fall under the Construction Design and Management Regulations and will be complied with.

Staff should report contractor related concerns to the Head Teacher.

### **5.3 Curriculum Safety**

Teaching staff are required to undertake suitable documented risk assessments before commencing hazardous activities including out of school learning e.g. school trips and study support or when using specific equipment for curriculum purposes for example

- Cooking equipment
- Woodworking and craft equipment
- Physical Education, gym and sport equipment
- Science equipment and chemical substances
- Horticulture
- Workshop
- Technology

Only those staff who are suitably qualified to teach certain activities are permitted to do so and wherever possible activities aligned with best current practice for a school environment and education.

### **5.4 Display Screen Equipment (DSE)**

DSE self-assessments must be carried out for all new employees who use DSE. Where there is a significant change for an employees work station / area a new assessment should be completed. DSE assessment records are held by the Head Teacher.

The Head Teacher will evaluate assessments and implement any additional control measures as required.

All DSE users (i.e. those who regularly use a DSE continuously for an hour or more at any one time), are entitled to have a DSE screen test at the school's expense every two years. Contact the Head Teacher for authorisation.

Eligible staff will be issued with Eyecare vouchers which will cover the cost of a full eye test with an optician of your choice. Eyecare vouchers are accepted by over 96% of optometrists across the UK. To request a voucher, simply contact the Head Teacher

On completion of an eye test the optometrist will issue a 'certificate of recommendation' which will state if a user requires spectacles for VDU use, or a prescription specifically for VDU use, and the date of the next recommended eye test. A copy of this certificate must be forwarded to HR.

If because of an eye test; spectacles are prescribed solely for, or specifically incorporating, VDU use, POLARIS will reimburse up to £55 of the purchase cost either by provision of a Spectacle Voucher, or reimbursement through the payroll (in which case a receipt for your purchase will be required).

Any areas of concern or discomfort regarding the use of DSE should be forwarded to the Head Teacher.

## **5.5 Drugs and Medication**

Employees using proprietary medicines with known side-effects such as drowsiness should inform the Head Teacher especially where machinery is operated or their work performance may affect the level of risk. Adult medication is stored in a locked metal cabinet labelled 'Adults'. An Administration of Medicines Policy based upon legislation and best current practice has been produced by the school and forms part of induction and specialist training programme for teachers who are required to administer medication to pupils as part of an Individual Health Care Plan or parental request.

The Administration of Medicines Policy includes but is not limited to:

- Supply (locked metal cabinet inaccessible to pupils)
- Storage, dispensing and preparation
- Administration
- Disposal
- Recording
- Emergencies – Action to Take

Where medicines are supplied by the parents for the pupils, the school will ensure that there are sufficient quantities of those to ensure the safety of pupils and to meet their needs. Medication reviews are part of and align with pupil support plans and pathways and are completed and reviewed regularly whenever their medication changes.

## **5.6 Electricity and Portable Appliances**

Anybody coming into contact with the domestic electricity supply of 240v could be injured. Whenever any work is being carried out involving electricity, special care must be taken to avoid risk of electrocution.

A visual inspection of portable appliances must be carried out by the user prior to use and defective equipment removed from use (plug cut off) and reported to the Health & Safety and Property Manager or the Head Teacher.

Inadequately designed, installed or maintained electrical systems can lead to fires and in some cases explosion, particularly when incorrect electrical installations are installed in potentially flammable areas.

It is the school's policy to ensure that:

- All electrical systems and equipment are properly designed, installed, used and maintained.
- All repairs, modifications and maintenance works are carried out by competent persons
- A thorough and visual inspection and testing regime has been established for electrical systems and equipment on an annual basis
- Specialist equipment in different or more specialised parts of the school such as kitchens, woodworking art, Land based and craft and design and technology rooms are subject to an inspection, test and maintenance programme by an appointed specialist approved contractor.

Before any personal electrical equipment is brought onto organisation premises by employees, contractors, or pupils, approval must be obtained from the Health & Safety & Property Manager or the Head Teacher where appropriate. All items must be PAT tested before use.

## **5.7 Fire Precautions and Procedures and Emergencies**

The Health & Safety and Property Manager (Faye Shaw) and the Head Teacher (Caroline Belchem) are responsible for keeping the fire risk assessments under review annually and ensuring an up to date Fire Emergency Plan is implemented to manage the fire risk in compliance with the Regulatory (Fire Safety) Order. Additional risk assessments will be prepared for situations that fall within the requirement of The Dangerous Substances and Explosive Atmospheres Regulations.

The Head Teacher will inform their staff, and others where affected, of the arrangements in place when they join the school at a suitable induction for example:

- All fire instruction notices are to detail the arrangements for evacuation and the assembly point;
- All escape routes are to be regularly checked to be clear of obstructions;
- All designated fire exit doors are to be checked for safe operation;
- Staff are to be made aware of the sound of the fire alarm and the appointed fire marshals;
- All equipment provided for fire detecting and fire fighting in position and access not obstructed;
- Promotion of fire safety in the school and work setting.

The Health & Safety Co-ordinator is responsible for informing contractors of the fire arrangements when working on site and implementing the contractor arrangements for the annual maintenance and test of all fire extinguishers and the planned servicing testing of fire alarm, smoke alarm and emergency light systems and hold records of these systems on each school site

Staff will be made aware of the Evacuation Assembly points and have been trained in the evacuation procedure. Some nominated staff and teaches will receive special training where



appropriate e.g. a staff or pupil personal emergency evacuation plan (PEEP) or closing down switching off gas, plant or equipment.

The Head Teacher will arrange for regular staff fire awareness training and at least one evacuation drill per term. The evacuation drill will include pupils and a record of the drill will be made and an evaluation will be carried out by the Health & Safety & Property Manager.

- Fire exits and escape routes are to be suitably signed, kept clear and maintained
- Smoking is not permitted on the school sites
- All heating and electrical appliances are to be positioned in a safe manner to avoid fire risks.
- Good housekeeping in respect of rubbish and waste accumulation must be implemented and managed.
- The supply and storage of flammable liquids and gases is in accordance with the Dangerous Substances and Explosive Atmospheres Regulations guidance

## 5.8 First Aid

It is the policy of the school to ensure that suitable and adequate first aid arrangements have been made available and put in place for all employees and pupils.

First aid is intended to prevent death and minimise the consequences of injury until suitable assistance can be summoned. The company will provide adequate first aid facilities for employees who may become ill or injured during their working day.

The school will ensure that:

- all employees are aware of the procedures to follow in the event of an accident, or illness at work requiring the provision of first aid
- suitably trained employees are available to take charge of the situation
- suitable first aid equipment and facilities are available.

A sufficient number of first-aiders have been appointed based on assessment of risk, which takes into account the risks and activities of the school, holiday, sickness and other absences.

The receptionist is notified of any accident and incident and summons the ambulance. Pupils are accompanied to the hospital by a nominated teacher and their parents notified by the receptionist.

A First Aid Medical Room is available in the school and has been stocked and furnished in line with the advice from the Health and Safety Executive First Aid at Work guidelines.

All first-aiders must attend a first aid training course that meets the required national standard and repeated within the required timescales. Records of training will be maintained by the Head Teacher and is available for inspection upon request.

First-aiders will:

- deliver the correct and appropriate care to a casualty within the parameters of his/her training
- refer the casualty if necessary to medical assistance

- oversee the scene of an accident to ensure any injured parties are made secure and comfortable until medical assistance arrives
- make decisions on the priorities of treatment for injured parties if a major incident occurs
- have a thorough knowledge of the premises and evacuation procedures
- report and record accidents in the workplace
- set an example in maintaining a healthy and safe workplace
- keep themselves up-to-date with latest first aid techniques
- maintain an up-to-date first aid box in line with current requirements
- maintain confidentiality.

Suitable first aid kit(s) have been made available at accessible locations and **are** subject to routine inspection by the First Aiders and Head Teacher as appropriate, to ensure the content remains suitably stocked and fit for purpose. Under no circumstances must these first aid kits contain any medication (pills, mixtures, creams, sprays etc.)

## **5.9 Food Hygiene**

The school is not currently responsible for the preparation of hot food for pupils (school hot meals) etc. or prepare food as part of organised events, however, we do provide rolls/baguettes as a lunch for all children, these are deemed to be low risk. Sandwiches/rolls/baguettes and food items for staff celebration are low risk and purchased locally from supermarkets).

However, the school recognises on occasion there may be a need to handle low risk food and therefore has aligned food preparation procedures to the HACCP principles set out in the Food Standards Agency 'Safer Food Better Business' pack. This will be retained in the kitchen along with a food hygiene risk assessment. Pupil support plans will detail food related procedures e.g. allergies, needs etc.

Staff members who are be required to handle low risk food are trained to Food Hygiene Level 2 (City and Guilds) and complete a Health Questionnaire identifying illness and conditions that would prevent and prohibit the preparation of or contact with food.

## **5.10 Gas Safety**

The Head Teacher (Caroline Belchem) and School Administrator (Zena Maher) are responsible for ensuring that an annual inspection and examination of gas boilers in the school is carried out by a Gas Safe Registered Engineer employed under contract and records are suitably retained and made available upon request.

All work on gas systems must be subject to a suitable and sufficient risk assessment and supplied in advance of works.

Gas pipes will be subject to pipe marking

Gas meters' cupboards and boiler rooms must be kept free of combustible materials and be subject to routine inspection.

## **5.11 Glass Glazing Windows and Doors**

See also Fire Risk Assessment

All glass in doors, side panels is to be safety glass, all replacement glass is of safety standard. Glass viewing panels in fire doors must not be obscured or covered over by Teachers or staff.

An assessment has been made of the school to establish whether there are areas which are unsuitable for use by children due to glass being of low standard

Window restrictors that cannot be compromised have been fitted to all windows where there is a chance of falling. Windows and doors are subject to routine inspection maintenance testing overseen by the **Head Teacher and Caretaker** and records retained.

Breakage damage and faulty doors and windows are reported to the Head Teacher (Caroline Belchem) and/or **Caretaker (Andrew Belchem)**. All breakages damages are then reported to the Proprietor (Rother Estates) through our Internal Cleaning and Maintenance Agreement (ICAMA),

## **5.12 Grounds – Safety/Security**

See also Fire Risk Assessment (flammable liquids and bonfire)

The Head Teacher, **Caretaker** and Landlord of Rother Estates are responsible for the security of the school site in school hours. The Head Teacher is responsible for the school site outside of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. If the systems are not responded to by the Head Teacher or Landlord the relevant agencies will attend.

School grounds are subject to routine inspection and a maintenance regime planned and overseen by the Head Teacher who retains records and risk assessments. Handling and storage of flammable liquids and equipment used is the responsibility of the cleaner.

The grounds are maintained when the school is not occupied by children and coordinated with staff when they are on site out of normal school hours.

Senior Leadership team are responsible for grounds and are responsible for maintaining school site security e.g. keeping doors shut, controlling visitor access, signing in at reception, carrying a fully charged mobile phone, **carrying a fully charged walkie-talkie**, identifying staff who are at greater /**Caretaker**/Head Teacher.

The Head Teacher is a key holder and will respond to an emergency.

## **5.13 Hazardous Substances (COSHH)**

Tasks and lessons involving the use of hazardous substances e.g. horticulture, science, workshop, art and crafts are subject to a COSHH assessment for those products and substances used by the teaching staff, pupils, maintenance, staff, cleaners and contractors.

Staff and **children** will be trained in safe use, selection and use of protective equipment and storage arrangement.

Any contractors using hazardous substances on site would have been previously quality checked during the procurement process. Any hazardous substances remaining on site must be in locked storage facilities.

The chemical storage cupboards and Highly Flammable Storage cupboards (yellow, signed, well ventilated) are to be kept locked and storage kept to a minimum.

The school recognises the use of chemicals or other hazardous substances such as dust, fibres, silica etc that may put people's health at risk, causing diseases including asthma, dermatitis or cancer and where this is the case mechanical controls such as local exhaust ventilation fitted to woodworking machinery and health surveillance will be put in place where appropriate.

#### **5.14 Housekeeping – Storage, Cleaning and Waste Disposal**

It is the policy of the school to ensure that it is kept sufficiently clean and that waste is promptly removed to maintain a good standard of cleanliness. Cleaning such as wet floor cleaning is carried out, out of normal school hours in accordance with a cleaning schedule and caution wet floor signage displayed, doors locked to prevent access to minimise the risks of slips and falls and floors are not overly polished.

Snow and ice clearing facilities (shovels and grit boxes) are supplied and suitably stocked before the winter months. Anyone responsible for clearing snow and ice will be provided with personal protective equipment and manual handling training.

Risk assessments are sourced from externally appointed cleaning contractors where appointed covering areas such as work equipment, cleaning chemicals, waste disposal and electrical services, as well as lone working.

Waste, dirt including waste from class room activities e.g. sawdust from woodworking are routinely emptied. Exterior bins are suitably sited within lockable lids that are inaccessible to unauthorised persons and pupils.

Sharps boxes are used to dispose of sharps such as blades, knives, sharp tools, needles and the disposal of glass.

Suitable arrangements are in place for the removal of sanitary bins for soiled materials by a licenced contractor and exposure to bodily fluids and disposal is subject to risk assessment

#### **5.15 Manual Handling**

It is the policy of the school to ensure that wherever reasonably practicable the need for manual handling is avoided. Where Manual Handling cannot be avoided then a competent person will assess all activities.

All staff and children who are involved in Manual Handling activities e.g. facilities, teachers, admin, children carrying out horticulture and vehicle repair etc. will be given appropriate training where identified as part of the risk assessment and information.

Where Manual handling cannot be avoided and where there is significant risk of injury, a risk assessment will be carried out by a competent person and recorded. The assessments will be reviewed whenever the work activity significantly changes. This may include a change in working practices, a change in the types of loads handled, or a change in the layout of the workplace.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and children are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## 5.16 Jewellery

Children are not permitted to wear earrings and other jewellery to school. Teachers can sanction children for breaching the school's rules on appearance or uniform **however we promote freedom of expression wherever possible.** This should be carried out in accordance with the school's published behaviour policy.

## 5.17 Shared Use of School and Lettings

The school does not share or let its premises to third parties at present. However, if this changes the following should be considered: -

- Restrictions on use of equipment and no go areas
- Staffing requirements and responsibilities at fetes and fund raising events
- First aid
- Fire and emergency arrangements
- Lighting and refuse
- Risk assessments for activities undertaken
- Insurance liabilities
- Waste management

Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## 5.18 Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

There are occasions when school staff may be expected to work alone, for example at the weekend, open up a property etc. Whether a staff member or contractor is allowed to work alone depends both on the degree of risk posed by the task and on the ability of the individual to control his/her exposure to that risk.

The Head Teacher and the **Caretaker** must be informed prior to the event that a staff member intends to work alone out of normal school hours including the weekends. The reception desk must be formally notified of the intention to work alone, the date and the time.

Lone Working is subject to risk assessment where there is significant risk of to the staff member or contractor to ensure those risks are suitably managed and contact arrangements are in place. The Health & Safety and Property Manager may be contacted to give input.

### **5.19 New and Expectant Mothers**

It is the policy of the school to ensure that pregnant employees', or any mother who is returning to work after childbirth, is not exposed to risks to health, safety and welfare.

Staff must notify the Head Teacher, as soon as possible when they are aware of their pregnancy. This should be followed by a written certificate from their medical practitioner to confirm the pregnancy (Mat.B.1).

The Head Teacher with assistance from the Health & Safety & Property Manager will carry out a risk assessment of the pregnant employee's activities. It is expected that the employee will co-operate with this risk assessment.

Where risks are identified action must be taken to reduce these to the lowest practicable level. This may involve temporarily adjusting the employee's working hours and/or conditions. If risks cannot be avoided by other means, suitable alternative work should be offered if available.

Completed risk assessments are held on the staff personnel file and a copy given to the staff. The risk assessment is kept under review by the Head Teacher throughout the pregnancy. Any relevant information from the staff GP or midwife will be forwarded to the school by the pregnant staff.

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

### **5.20 Noise**

Teaching staff must identify areas in which there is a risk of damage to hearing taking into account the way in which equipment may be used. In making this decision no account can be taken of the effect of wearing any ear defenders. Occupational hygienists may be required to carry out noise surveys.

When the school activity is so noisy that people have to shout at each other at normal speaking distance to make themselves heard e.g. workshops, woodworking, horticulture machinery,

maintenance equipment, a Noise Assessment will be arranged by the Health & Safety & Property Manager in accordance with the Noise at Work Regulations

If identified as necessary by risk assessment, new employees who may be expected to be regularly exposed to noise levels above the second action level should have their hearing tested shortly after joining the school and retested at regular intervals

Management must make and enforce site rules governing when and where hearing protection must be worn. These rules must apply to all persons who may be on site, even for short periods, and brought to the attention of all who may have to comply with them.

- Safety signs should be posted to designate areas where hearing protection must be worn and remind persons of the need to comply with the site hearing protection rules.
- Sufficient clean hearing protection must be kept on site for use by visitors.

Staff and pupils must not misuse noise reduction equipment e.g. by leaving noise enclosure doors open, removing silencers etc.

Hearing protection must be worn in designated areas.

There are several types of hearing protection i.e. ear muffs, ear plugs and canal caps. To be suitable hearing protection must:

- Conform to an appropriate standard [marked with the CE mark].
- Be suitable for the wearer's work activity and where possible personal preferences.
- Be adjustable so that it provides a good fit.
- Not hinder the user hearing warning signals.
- Note ear plugs or canal caps must only be inserted when the user's hands are clean.
- Hearing protectors must be periodically checked for cleanliness and damage and replaced if damaged e.g.
  - Cracks or holes in muffs;
  - Ear muff seals are torn or hardened or the sound absorbent lining is exposed and damaged;
  - Ear plugs are not soft and resilient;
  - Headbands have lost their tension; or
  - At intervals recommended by the manufacturer.

Cleaning facilities should be provided and used immediately after wearing the hearing protectors.

Ear muffs should be stored in a dry clean cool dark place out of direct sunlight [as excessive heat and UV will rapidly weaken the plastic] away from chemicals, preferably in a locker. Plugs if not designed to be reusable should be thrown away immediately after use.

## **5.21 Vibration**

Teaching staff must identify areas in which hand / arm vibration is a risk to allow the school to put in place measures to protect staff from the risks of Hand Arm Vibration Syndrome (HAVS). HAVS can be caused by exposure to vibration for example when using hand held tools e.g. drills, breakers, sanders, chain saws, hedge trimmers and hand-guided tools machines such as pedestrian lawn mowers, buffers or materials held against a vibrating object e.g. use of a grinder, timber being guided through a band saw.

Measures to reduce exposure will include

- Replacing tools and equipment with alternatives which produce lower magnitudes of vibration
- Ensuring work activities are designed to take into account ergonomic principles and encourage good posture
- Ensuring all equipment is properly maintained – reducing time exposed to vibration e.g. regular brakes, job rotation, providing suitable clothing to protect staff from cold and damp
- Providing suitable training and information for all those exposed to vibration
- Limiting the time spent using the equipment
- Health surveillance

## 5.22 Personal Protective Equipment (PPE)

Any member of staff or child who may be exposed to a health and safety risk whilst at work or as part of curriculum school activity may be provided with suitable, correctly fitting and effective Personal Protective Equipment (PPE) where the risk has been determined to be necessary. PPE is regarded as a “last resort” in control measures that can be put in place to minimise risks that may be involved in carrying out a particular task.

All PPE provided by the school will be properly selected by as being suitable prior to being used by staff and children. All staff will receive PPE which will be provided free of charge. They will receive comprehensive training, information and supervision on the proper use, maintenance and purpose of the equipment.

All PPE provided by the school will be maintained in good working order and records of issue and inspection kept.

## 5.23 Reporting Defects

Significant hazards should be reported directly to the Head Teacher and interim measures taken pending rectification and remedial works arranged.

## 5.24 Safety Signs and Signals

It is the policy of the school to ensure compliance with safety sign and signal legislation and ensure those whose first language is not English are able to understand health and safety signage.

Where a potential hazard cannot be controlled by other means, safety signage will be provided to comply with the Health and Safety (Safety Signs & Signals) Regulations. This includes signs needed for fire and first aid needs. Where the need for warning or safety signs has been identified by a risk assessment, or from an inspection, signs will be provided which comply with appropriate standards and format.

Signs provided for safety purposes will display appropriate pictograms and be coloured according to established convention. For example:



### Prohibition Signs

Prohibition signs are used to prohibit actions to prevent personal injury and the risk of fire.





### **Mandatory Signs**

Mandatory signs convey action that must be taken, e.g. procedures in case of fire.



### **Warning Signs**

Warning signs are to warn personnel of possible dangers in the work place.



### **Safe Condition Signs**

These show directions to areas of safety and medical assistance and to indicate a safe area



### **Fire Equipment Signs**

These show the location of fire equipment and compliance with Fire Precautions.

## **5.25 School Trips / Off Site Activities**

All school trips and off-site activities will be approved by the Head Teacher, planned for in advance by the teacher responsible for coordinating visits, subject to risk assessment and subject to parental authorisation.

The arrangements will include

- Emergency arrangements
- Supervision arrangement
- First aid provision
- Welfare

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## **5.26 Occupational Health – Stress and Staff Wellbeing**

It is the policy of school to prevent staff suffering work related illnesses resulting from its activities. Work related ill health, also known as occupational ill health, describes an illness an employee suffers because of exposure to work hazards.

Examples

| Health Risk | Ill Health Effect |
|-------------|-------------------|
|-------------|-------------------|

|  |  |
|--|--|
| Handling heavy or awkward loads. Poor work posture, repetitive or forceful movements                 | Musculoskeletal disorders, e.g. bad back, pains, strains and sprains, RSI, upper limb disorders. |
| Breathing in and handling hazardous substances – e.g. asbestos, solvents, dust, and other chemicals. | Cancer, asthma, bronchitis, fibrosis, poisoning, dermatitis, burns.                              |
| Stress – e.g. excessive workload or work pace, conflicting priorities.                               | Can contribute to high blood pressure, heart disease, depression.                                |

The school is committed to identifying and controlling health risks that occur within its operation. Listed below are areas of occupational health management covered by the organisation. It is the responsibility of an employer to manage its activities to avoid employees suffering occupational ill health.

- Risk assessment. The management of occupational health will be included as part of organisation H&S risk assessment programme.
- Employment assessment. Following appointment all new employees will complete a health questionnaire (maintained as confidential).
- Reporting of occupational ill health incidents. An important feature of occupational health management is identifying and investigating cases of work-related ill health.

Should an employee report any ill health which is believed to be work related the Head Teacher will carry out an investigation to determine?

- if the sickness is caused by work
- if the sickness could have been made worse by work
- If the sickness could have been caused by work at the school and what the likely causes might be.

The Head Teacher in conjunction with the Health & Safety & Property Manager will:

- make recommendations to remove or control the ill health risks and plan to implement
- Improve awareness of occupational ill health issues.

NB: The difference between an injury and occupational ill health is:

- an injury is due to a sudden instantaneous event, the effects are usually acute and may occur during a short timescale
- Occupational ill health is usually cumulative and will often not be linked to any one event. The effects are usually more long term.

Sickness absence. The Head Teacher will monitor sickness absence to:

- provide positive encouragement for health improvements to relevant individuals
- identify any occupational causes of ill health, and specify action to improve the situation
- Facilitate a speedy return to work where appropriate.

Health-records. Records of staff absence due to ill health are kept by the Head Teacher.

### **Sickness Absence**

An assessment to establish the capabilities of staff will be arranged by the Head Teacher for those staff members returning to work after sickness absence in accordance with the school Sickness Absence Policy to establish adjustments to be made.

## **5.27 School Transport – Minibus (This is the process we would follow when we have a minibus)**

The school will

- comply with regulatory requirements;
- provide standards not less than those set out in any relevant approved codes of practice;
- take all reasonable steps to ensure as far as reasonably practicable that employees driving minibuses do so in a manner that reduces the risk to themselves, other employees, passengers or any other person who could be affected;
- provide suitable training to ensure that all employees are aware of their roles and responsibilities.
- carry out disclosure and barring checks for drivers driving pupils (mini bus, taxi service drop off and collection service etc.)

The Head Teacher must ensure that authorised mini bus drivers and staff who drive in the course of their work duties have a valid driving licence (special licence applies to mini bus drivers), are suitably trained for the vehicle and are medically fit and hold the appropriate business insurance.

Drivers (in conjunction with the Head Teacher) are responsible for ensuring that suitable and sufficient risk assessments are in place for driving activities and that these are adequately communicated to employees and control measures implemented.

Mileage records will be requested periodically and should be completed on a timely basis

Journeys will be planned and it is recognised that driving for extended periods e.g. after long days is both tiring and stressful. The school will not make unreasonable demands in this regard and drivers themselves will take reasonable rest periods to avoid excessive fatigue. Fatigue will be considered as a foreseeable risk within the assessment for driving vehicles

### **Risk Assessments**

Risk assessments must be proportionate to the level of risk involved in the driving activity.

Aggravating risk factors include:

- Transporting pupils (present and at risk to themselves)
- Carrying items of equipment (particularly large/heavy; fragile or high value items);
- Driving outside of normal working hours, or in adverse conditions (e.g. evening / school trips etc.)
- Items secured properly
- Moving and handling risks controlled

Pupil specific risk factors

- distraction
- behavioural traits
- learning disabilities
- medication requirements
- medical needs and conditions
- moving and handling requirements
- wheelchairs or other mobility aids
- Staff ratios to supervise pupils including embarking and disembarking the vehicle

In these instances, the risk assessment will need to cover these risks. This may necessitate risk assessing both the individuals being transported and the driving activity itself. In some cases, risk assessments for individuals may be included in pupil support plans and communicated.

The school must ensure that drivers know what to do in the event of an emergency whilst driving, e.g. the arrangements for contacting colleagues, the emergency services and breakdown organisations etc. A file will be kept in the Minibus detailing this information.

## **Seatbelts**

The law requires seatbelts to be worn where fitted. Passengers 14 years and over are responsible for ensuring that they wear seatbelts. In the case of passengers under 14 the driver is responsible for ensuring that they wear a seatbelt.

Drivers also owe a duty of care to all passengers by ensuring everyone keeps their seat belts on. The driver must issue a verbal instruction, prior to departure, and notices near all the seats should reinforce this. Drivers must be prepared to refuse to move until they are sure all seat belts are secured.

In passenger cars and MPVs children under 12 years of age or under 135cm in height require a child seat or booster seat as appropriate. It is the responsibility of the driver to ensure that these are correctly specified and fitted.

In minibuses booster and child seats must only be used if they fit correctly; they are not a legal requirement. Some minibuses are fitted with 'all-age' or 'generation' seatbelts, which must be used where fitted and adjusted correctly.

## **Minibus Emergency**

Any items carried in the vehicle must be adequately secured and special care must be taken in loading and securing equipment

The bus must be equipped to carry specific equipment in the vehicle.

- Standard warning triangle
- High visibility vest with fluorescent stripes
- First aid kit
- Powder fire extinguisher – subject to annual inspection by competent person

## **Mini Bus Maintenance**

Mini Bus must have:

- Current valid insurance displayed
- Appropriate insurance
- Regular MOT and servicing
- Regular servicing and vehicle checks in accordance with manufacturer guidelines and the driver handbook

## **Vehicle Checks**

All driving staff Mini bus / those using their own transport/ collecting / dropping off pupils, must carry out checks on their vehicle before they travel. Checks should include proper inflation of

tyres, clean windows, mirrors properly adjusted, all lights in working order, windscreen wipers and screen wash in working order.

Mini bus checks to be recorded pre-journey on the inspection checklist.

## **Smoking**

Smoking is not permitted in any vehicle used for school business purposes

## **Vehicles on Site**

Pupils supervised and marshalled by teaching staff whilst walking to / from school class rooms that cross public and private roads on the school site. All staff escorting and supervising wear high viz with reflector strips.

Vehicle movement on private land is coordinated with the school and other 3 parties to restrict vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries put in place.

### **5.28 Smoking**

Smoking presents a significant risk to health and safety through fire and exposure to passive smoking. The Health Act 2006 prohibits smoking inside all public buildings and all workplace premises. Smoking is therefore not permitted in any part of the school or vehicles for business purposes.

### **5.29 Violence to Staff and Challenging Behaviour**

The school has a Challenging Behaviour Policy and promotes positive behaviour of pupils through

- The combatting of bullying and cyberbullying
- School rules
- Disciplinary sanctions
- Individual risk assessments and support plans that are communicated and kept under review
- Searching of pupil possessions

Staff receive appropriate training and are given support to recognise and deal with incidences of challenging behaviour or bullying and are offered emotional support through counselling

The school has a requirement for all staff to report all incidents of verbal & physical violence which are investigated by the Head Teacher/ Deputy Head immediately. This applies to violence from children, visitors or other staff.

### **5.30 Welfare**

Each area of school occupied premises will:

- i. have adequate ventilation
- ii. have a comfortable temperature be adequately illuminated
- iii. be adequately cleaned

- iv. have adequate workspace
- v. have suitable and sufficient workstations
- vi. have safe access to and egress from the building
- vii. have access to fresh water, supply washing and toilet facilities

### **5.31 Working at Height**

Contractors working at height shall provide Facilities Management with a Safe System of Work (SSW) which includes Method Statements, records of relevant training undertaken and specific Risk Assessments.

Special restrictions apply to staff and pupils who are not permitted to use steps and ladders

### **5.32 Waste Management**

All general waste should be disposed of via the use of shredders, red confidential waste bins, wet waste bins, dry recyclable waste bins and high volume blue bins. The Head Teacher/Health & Safety Co-ordinator should be contacted for larger waste items.

All general waste will be collected, stored and disposed of by the cleaning contractor.

### **5.33 Water Quality / Temperature and Hygiene**

Testing of water systems on the school's premises that are susceptible to Legionella are managed via the Health & Safety and Property Manager by way of:

- Legionella risk assessment to be completed and reviewed every 2 years
- Any significant findings to be addressed in line with risk assessment
- Water temp checks to be recorded weekly by Health & Safety Co-ordinator/Head Teacher to ensure that water is not running higher than 43c as per legislation.

Health & Safety Co-ordinator/Head Teacher arrange for chlorination to be carried out after any significant modifications to systems.

### **5.34 Work Equipment**

The Head Teacher (Caroline Belchem) and Caretaker (Andrew Belchem) are responsible for overseeing the school asset register (which is embedded in individual documentation and on a review schedule) and the implementation of the planned maintenance schedule for all equipment that requires periodic inspection, examination, testing and retaining records. For example

- Fume equipment and local exhaust ventilation and other extraction systems
- PE equipment / Outdoor equipment (excluding play equipment that is not owned or used by ISP)
- Machinery – horticulture, workshop, tools
- Lifting equipment
- Boilers and heating systems
- Fire alarm smoke detection & emergency lighting
- Air cooling
- Doors and windows including restrictors

When new equipment is required, the Head Teacher (Caroline Belchem) in conjunction with the Director of Education (Toni Reedman) selects this and defines whether it is suitable for the school. Once installed the Health & Safety & Property Manager (Faye Shaw) ensures that equipment is installed correctly.

Children are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of any of the equipment will be reported to the Head teacher (Caroline Belchem)

### **5.35 Work Experience and Young Persons**

A young person is anyone under 18 years old.

Where a young person is employed, the Head Teacher will ensure that a Risk Assessment will be carried out taking into consideration the individual department and tasks to be undertaken prior to the young person's arrival.

Where the young person is on an educational work placement it is the responsibility of the staff organising the work placement to ensure a Work Experience Application form is completed and submitted to Head Teacher/Health and Safety Advisor and to supervise them. A Risk Assessment can then be completed and guidance will be issued to ensure the young person remains healthy and safe whilst on school premises. The Risk Assessment will take into account the following:

- that young persons will be inexperienced, unaware of Health and Safety risks and may be physically or mentally immature
- the layout and type of working environment
- the level of supervision necessary
- avoidance of Manual Handling tasks
- avoidance of biological, chemical and physical agents including radiation
- the avoidance of excess noise, vibration, extreme heat or cold

Records or findings will be held with the Head Teacher and Health & Safety & Property Manager and with the relevant department.

### **5.36 Infection Prevention and Control**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

#### **Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, after handling animals and contact with soil
- Cover all cuts and abrasions with waterproof dressings

#### **Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues

- Spitting is discouraged

### **Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **Cleaning of the environment**

- Clean the environment frequently and thoroughly
- Clean the environment, including toys and equipment, frequently and thoroughly

### **Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### **Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise **children** when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet



## **Children vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

## **Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **5.37 Vermin Control**

The school will provide suitable provision for the control and monitoring of all forms of pest control within its demise.

Any abnormal outbreaks experienced much be brought to the attention of the Head Teacher and the Health & Safety Co-ordinator who will engage the services of a Pest Control Service as approved by the British Pest Control Association [www.bpca.org.uk](http://www.bpca.org.uk)

The Pest Control Service has the following key objectives to:

- a) Provide ISP School, Battle with a technical and fully operational Pest Control Service. The Service will be comprehensive, covering all land and property within the school premises and under its control.
- b) Ensure that effective and economic pest control measures are implemented.

The Pest Control Service shall undertake all work in a safe and cost effective manner which maximises availability of the company's resources and reduces to an absolute minimum the risk in terms of safety, food hygiene, infection control, damage to land and buildings, loss of service activity etc. form pest infestation.

The co-ordinator as appointed by the Pest Control Service shall provide safe and efficient methods of catching, destroying and safely disposing of pests (adopting safe and humane procedures in all instances). The Pest Control Service shall ensure all insect and rodent control systems shall be tamper resistant.

The co-ordinator shall be expected to use chemical treatments only with the Head Teacher's consent and where other forms of prevention are ineffective in controlling pests.

The Pest Control Service shall ensure the use of chemicals, including pesticides are strictly controlled and monitored and fully comply with COSHH requirements – records of their use must be available for inspection by the Head Teacher/Health & Safety & Property Manager and other authorised organisations/personnel.

If the Pest Control Service wishes to use any other form of chemical product which has not been formally authorised by the company in writing, it must obtain written authority prior to use. In all cases no chemicals shall be used by the Pest Control Service that may come into contact with site personnel or others directly or indirectly.

The co-ordinator shall supply on an agreed date each month a service report giving a complete overview on pest control activity within the company site during the previous month and identifying future action. The Pest Control Service shall measure, record and report the following information:

- a) Provide a signed and dated report detailing the locations and areas inspected and treated and the product name and COSHH number of the pesticide used if applicable

- b) Number, type and location of infestations reported
- c) Any evidence of any pest and any belief that any infestation is associated with any other buildings whether Group owned or otherwise that may affect the company estate
- d) Recommend preventative measures to minimise re-infestation

#### Pesticides

Fungicides, herbicides, insecticides, public hygiene pest control products, rodenticides and wood preservatives are all classes as pesticides. Only pesticides that are approved for use in the UK should be used. There is specific legislation that covers the storage and use of pesticides but the Control of Substances Hazardous to Health Regulations also apply. At present ISP School doesn't have any pesticides on site.

Where pesticides are applied by pest control operators, the Health & Safety and Property Manager and the Head Teacher will liaise with them for advice on the product(s) used, when the treated area can be used again, and the precautions to be taken.

#### **5.38 Visitors**

Upon arrival all visitors and contractors must fill in the visitors' book at reception and complete the safeguarding paperwork. All visitors must be accompanied by a company staff member at all times. If visitors are observed to breach any of the school H&S rules, they must be advised accordingly and may be escorted from the premises at the discretion of Head Teacher.

Reception employees must request that visitors read the H&S statement at reception and will be notified of the Generic Standard Emergency Evacuation Plans where they apply.

#### **5.39 Vulnerable People and Disability**

The school is committed to making reasonable adjustments to enable individuals to carry out their work in a safe and easily accessible environment. Should this be required in the future, the Head Teacher would be responsible agreeing what adjustments can be made.

Alternative arrangements, e.g. home-working with regular contact from the office, and arranging meetings in alternative offices would also be considered. Impairments will be considered on an individual basis and a Personal Emergency Evacuation Plan (PEEP) prepared and implemented.

The reception desk remains vigilant for visitors or others with disabilities and notifies the Head Teacher. The reception team and site staff fully conversant with the emergency response procedures and will respond accordingly in line with the emergency procedures.

Generic Emergency Evacuation Plans are in use for unexpected visitors or employees who may have difficulty in the event of an evacuation. These are held by the reception.

#### **5.40 Risk Assessments**

The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds

They are all available in the Risk Assessment Policy, for all staff to inspect and refer to as necessary

The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments

All risk assessments are reviewed on an annual basis except for:

- School trips which should be reviewed each time the trip takes place

- Children and staff for medical/Health reasons – Every term or annually dependant on assessment of needs.
- New and Expectant mothers – each trimester.
- Change of layout or activity.

Please refer to Risk assessment policy for further guidance.

| Version No. | Amendments   | Date           |
|-------------|--|----------------|
| 1           | Complete re-written<br>Collaboration with Faye Shaw<br>(Health and Safety Property<br>Manager) | May 2022       |
| 2           | Recheck of legislation and<br>amendments   | September 2022 |
| 3           | Changes to roles and titles  | September 2023 |