

Policy: Health and Safety

Approval: Board of Trustees

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**CHELtenham
BOURNside
SCHOOL**

Policies

Contents

<i>Introduction and statement of intent</i>	3
<i>Role and responsibilities</i>	3
<i>Site security</i>	6
<i>Fire safety</i>	6
<i>Control of substances hazardous to health (COSHH)</i>	6
<i>Gas safety</i>	7
<i>Electrical installation safety</i>	7
<i>Emergency lighting</i>	7
<i>Legionella</i>	7
<i>Water quality</i>	7
<i>Asbestos</i>	7
<i>Equipment</i>	8
<i>Lone working</i>	8
<i>Working at height</i>	9
<i>Manual handling</i>	9
<i>Off-site visits</i>	9
<i>Movement of vehicles</i>	10
<i>Lettings</i>	10
<i>Violence at work</i>	10
<i>Smoking</i>	10
<i>Infection prevention and control</i>	10
<i>New and expectant mothers</i>	12
<i>Occupational stress</i>	12
<i>Workplace health, safety and welfare</i>	12
<i>Accident reporting</i>	12
<i>Training</i>	13

Introduction and statement of intent

Bournside School recognises and accepts that every one of its employees, governors, students, and visitors to the school are entitled to a safe and healthy environment. It is the responsibility of the Governing Body of the school to ensure that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.

The overall high quality and cleanliness of the school's building and grounds will be evidence of a strong ethos of good housekeeping and attention to health and safety which all staff and students will be expected to uphold. These attitudes will permeate the school and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The school's Health and Safety Policy can only be successfully implemented with the full cooperation of everyone concerned.

Role and responsibilities

The Department for Education (DfE) defines the Governing Body as the employer with overall responsibility for health and safety. The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 also make it clear that employees also have duties including taking reasonable care of their own and others' health and safety. Health and safety is therefore a shared responsibility.

Responsibilities of the Governing Body

In discharging its responsibilities, the Governing Body will:

- make itself familiar with the requirements of the appropriate legislation and codes of practice
- create and monitor a management structure for health and safety
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school and that it is implemented
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- identify and evaluate risks relating to possible accidents and incidents connected with the school's sponsored activities, including work experience
- in particular, the Governing Body undertakes to provide as far as is reasonably practicable:
 - a safe place for all users of the site to work, including safe means of entry and exit
 - plant, equipment and systems of work that are safe
 - safe arrangements for the handling, storage and transportation of articles and substances
 - safe and healthy working conditions that take account of appropriate statutory requirements
 - supervision, training and instruction so that all staff and students can perform their school-related activities in a safe and healthy manner; and provide safety and protective equipment and clothing, with associated guidance, instruction and supervision

Responsibilities of the Headteacher

The Headteacher has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Headteacher will take all reasonably practicable steps to ensure that the Health and Safety Policy is implemented. The Headteacher will be the designated contact with the Health and Safety

Executive and will oversee health and safety within the school and report to the Governing Body.

Responsibilities of the Site Manager

The Site Manager shall have day-to-day responsibility for all health and safety matters on site except during activities when a teacher is supervising or teaching students. In these circumstances the teacher is responsible for health and safety relating to lessons and extra-curricular activities and the areas they are undertaken in.

The Site Manager shall have specific responsibility for:

- building risk assessments and safety
- fire (including test of alarm)
- contractors on site
- maintenance, caretaking and cleaning
- access equipment
- PAT testing (excluding ICT equipment and specialist teaching equipment such as Drama lights and equipment which will be organised and paid for by the relevant cost centre budget holder)
- electrical fixed wiring testing
- building maintenance
- asbestos register
- water testing
- site security

Responsibilities of supervisory staff

All supervisory staff (any employee who has employees reporting to them) will make themselves familiar with the requirements of health and safety legislation that are relevant to the work of their area of responsibility. Subject Leaders will be responsible for health and safety within their subject area including subject risk assessments, school trips and extra-curricular activity. Other supervisory staff will be responsible for health and safety within their section or department including risk assessments and training.

In addition to the general duties that all members of staff have, supervisory staff will be directly responsible to the Headteacher for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.

Responsibility for aspects of health and safety are written into the job descriptions of the school's managers. Supervisory staff will take a direct interest in the school's Health and Safety Policy and in ensuring that staff, students and others comply with its requirements. Subject Leaders will maintain a register of training detailing the health and safety training undertaken in their subject area including training on specialist equipment and hazardous materials.

Responsibilities of members of staff

All staff must familiarise themselves with the health and safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

In particular, members of staff will:

- ensure that staff, governors, students, visitors and contractors are applying Health and Safety Regulations, rules, routines and procedures effectively
- see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not to make or allow improper use of such plant, machinery and equipment
- use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied

- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- report any defects in the premises, plant, equipment and facilities that they observe to the Site Manager or line manager as relevant
- stop any act or process that could cause any injury from such defects
- ensure all work at height is carried out by a competent person and must include the use of the correct type of equipment. The competent person must take a sensible, risk-based approach to identify suitable precautions and follow appropriate guidance, if working at a height cannot be avoided. All staff have the personal responsibility to read the latest guidance on how to work at height safely, available from the Health and Safety Executive

Responsibilities of Health and Safety Executives

The Governing Body will have reports on health and safety and will monitor health and safety issues within the school.

Responsibilities of Head of IT Services and IT Technicians

The Head of IT Services and IT Technicians will be responsible for:

- PAT testing of ICT equipment – the actual PAT testing will be done by a suitably competent person or accredited contractor

Responsibilities of Technicians (Science)

The Technicians (Science) will oversee the safety of practical lessons in all science subjects including:

- risk assessment of practical lessons and experiments
- safety (storage and use) of chemicals and radioactive materials
- adhere to good practice recommended by Cleaps and others including HAZ card compliance
- safety of equipment and Personal Protective Equipment (PPE)

Responsibilities of Technicians (Art and Design, and Technology)

The Technicians (Art and Design and Technology) will oversee the safety of practical lessons in these subjects including:

- risk assessment in workshops and practical lessons in technology, food technology and art
- ensuring workshops, working areas and equipment are safe to use and that equipment is regularly maintained
- ensuring in conjunction with teaching staff that students are trained to use equipment and materials and are supervised during their use
- safety (storage and use) of chemicals and materials and PPE

Responsibilities of PE Technician/s:

The technician (PE) will oversee the safety of equipment and spaces within the PE department. This includes basic maintenance of equipment and visual inspections of the PE teaching environments however, in the majority of cases, will consist of a liaising with an external safety audit conducted annually. Other responsibilities will include:

- Risk assessment of school fixtures
- Weekly 'visual audit' of equipment and spaces within the PE department
- Support the effective, safe set up of equipment for practical lessons
- Ensure storage areas, offices and equipment are stored safely and maintained
- Signing in and out of PE visitors and external coaches and officials who support the schools extra-curricular programme.

Responsibilities of the Administrator (Admin Services/First Aider)

- first aid provision
- assisting in first aid risk assessment
- ensuring that adequate and fully stocked first aid boxes are in schools at all times
- reporting of infectious diseases and dangerous occurrences under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) including providing periodic summaries of incidents and statistics for the Governing Body
- ensuring that lists of qualified first aiders are maintained and updated and displayed
- ensuring that notices alerting building users and visitors to where first aid boxes are located and first aid help can be obtained are displayed
- disseminating all relevant legal regulation changes to all the necessary staff

Responsibilities of students and parents

Students 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.

Responsibilities of contractors

Contractors will agree health and safety practices with the Site Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Site security

The Headteacher, Business Manager, Operations Manager and Site Manager are responsible for the security of the school site, in and out of school hours. They are responsible for visual inspections of the school and for the intruder fire alarm systems. They are key holders and will respond to an emergency, in and out of school hours.

Fire safety

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. The fire alarm is a loud continuous bell. Fire alarm testing will take place once a week and any faults noted will be dealt with directly.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- the alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- staff and students will congregate at the assembly points
- tutors will take a register of students, which will then be checked against the attendance register of that day
- the Fire Marshall will take a register of all staff
- staff and students will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs. Staff should be aware of the instructions outlined on the Fire procedures poster.

Control of substances hazardous to health (COSHH)

In school premises, substances hazardous to health are usually found in laboratories, practical workshops, arts and crafts areas, cleaner's cupboards, and estate maintenance areas.

Hazardous substances can also be produced from work activities such as wood dust machinery, dust from pottery, fumes from chemical experiments etc.

The school has a duty to assess the use at work of hazardous substances and will take adequate steps to prevent or control exposure by employees, students and visitors to these substances.

Employees also have a duty to ensure that they use a hazardous substance in accordance with the manufacturer's instructions or safe working procedures relating to the substance, and do not expose themselves or others to risk as a result of the way in which they work.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and flues are regularly checked and maintained as appropriate. All rooms with gas appliances are checked to ensure that they have adequate ventilation.

Electrical installation safety

The electrical distribution system is regularly inspected and tested in compliance with the Electricity at Work Regulations 1989. Five year fixed wire testing as statutorily required is and will continued to be carried out.

Emergency lighting

The emergency lighting system throughout the school will be regularly tested to ensure correct operation and the 6 month and 12 month maintained three-hour battery test will be carried out.

Legionella

A legionella and water hygiene risk assessment has been completed on 10th June 2019 by Jamie Curtis – Water Safety Consultant. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint. The risks from legionella are mitigated by the following: temperature checks, water flushing, cleaning and disinfection of shower.

Water quality

Every 2 years the school will undertake water quality checks, particularly on potable water outlets to establish whether or not is there any contaminants that pose a risk to health exist within the water supply.

Asbestos

All employees and new starters must read the "Damage - asbestos" policy, saved in: P:\Staff Information\Policies. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop

work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site.

Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it must be checked to ensure it meets appropriate educational standards. All equipment must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents.

Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any students or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. Any potential hazards will be reported to the Site Manager immediately. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Only trained staff members can check plugs. Where necessary a portable appliance test (PAT) will be carried out by a competent person. All isolators switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

PE equipment

Students 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 the gym floor or other apparatus will be reported to the Site Manager.

Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician. Staff may also be reimbursed towards part of the cost of any spectacles or contact lenses, but this will only apply if the optician recommends that spectacles or contact lenses are specifically required for working with a DSE and completes the relevant section on the Eye sight test form.

Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Lone working

The school recognises that certain employees are required to work alone without close or direct supervision as part of their contract of employment, and that they may be at risk either from intruders or personal accident when no help is available.

In addition, it also recognises that there are occasions when other employees work beyond normal working hours on their own, who again are potentially at risk from intruders or personal accident when there is no help readily available.

Where employees are required to work beyond normal working hours on their own, or are on school premises outside normal working times, e.g. at weekends or during school holiday, a

colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

The lone worker will ensure that they are medically fit to work alone.

Working at height

The school will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- the Site Manager retains ladders for working at height
- students are prohibited from using ladders
- staff will wear appropriate footwear and clothing when using ladders
- contractors are expected to provide their own ladders for working at height
- before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- access to high levels, such as roofs, is only permitted by trained persons

Manual handling

Incorrect lifting of loads at work or trying to lift loads that are too heavy can cause significant injuries that result in pain and suffering and time off work. Every employer has a duty to avoid the need for manual handling activities at work or where this cannot be avoided, then to take action to reduce the likelihood of injury occurring to the lowest possible level, as far as reasonably practical. Likewise, employees should not attempt to move loads that are too heavy or too awkward for them to carry safely.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

It is essential that all employees observe the following basic procedures when lifting or carrying items in the workplace:

- 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

If students are required to carry out manual handling tasks employees must give particular attention to the age, sex and physical ability of the student. In addition, they must consider the loads that are to be moved, the environment in which they are to be moved and the location to which they are to be taken. The activity is to be controlled by risk assessment and no student is to be put at risk of physical harm from undertaking the task.

Off-site visits

When taking students 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 students along with the parents' contact details

- ideally there will be at least one first aider on school trips and visits unless the trip organisers have assessed it and put other arrangements in place

Movement of vehicles

Staff should park their vehicles in the designated car park. Speed restriction of 5mph are in place at school grounds and signage in place for communal adherence.

Lettings

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.

Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager or Headteacher immediately. This applies to violence from students, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the school premises.

Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and students 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, and after handling animals
- 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

Cleaning of the environment

- clean the environment frequently and thoroughly

Personal protective equipment (PPE)

- 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
- wear goggles if there is a risk of splashing to the face
- use the correct PPE when handling cleaning chemicals

The school will ensure that where it is necessary, adequate and suitable PPE will be provided to protect employees and students from risks to their health and safety as a result of education and employment activities.

The school will ensure that it is suitable for the risk it is seeking to protect the wearer against, and suitable for the person wearing it, fitting properly and giving adequate protection, where relevant; employees and students are given training and instruction in how to use it.

Cleaning of blood and body fluid spillage

- 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 and 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

Animals

If animals will be handled, the most important issue is the maintenance of good hygiene. When handling animals:

- do not consume food or drink
- cover any open cuts or abrasions on the exposed skin of hands and arms with waterproof adhesive dressings
- wash your hands with soap and water before and directly after handling animals
- keep animals away from the face.

Careful handling of small mammals and other animals is most important; the animals should be restrained sufficiently so that, they cannot damage themselves or the handler.

Mammals should be handled daily if possible (unless breeding or nursing when they should be disturbed as little as possible). In this way they will normally become quite tame and accustomed to being handled.

Gloves should not normally be worn unless it is known that an animal for one reason or another is likely to bite or scratch. In this situation a pair of rubber gloves which does not particularly reduce dexterity, is a sensible precaution.

Handling small animals should always be carried out over a table or trough filled with a soft material such as sand / sawdust.

No student will be left unsupervised with any animal that is brought on site.

No student will come into contact with any animal unless they consent.

Students vulnerable to infection

Some medical conditions make students 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. We will 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.

New and expectant mothers

Risk assessments will be carried out whenever any employee or student 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

Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Workplace health, safety and welfare

All employees are reminded that they have a responsibility to assist the school to maintain a safe workplace by not working in a way that might put others at risk. This means paying attention to good housekeeping at work by:

- reducing tripping hazards through not obstructing floor space where there is frequent movement and removing or protecting all trailing cables
- properly storing items on shelves or in cupboards and not on top of cupboards where they could fall off and injure someone
- placing waste and paper and other combustible rubbish in proper containers to minimise potential fire risk
- clearing up all spillages when they occur to avoid slipping accidents
- ensuring any broken glass is safely contained to avoid potential cuts from exposed fragments and safely disposed of as soon as possible after the incident
- reporting any obvious signs of Health and Safety risks to Head of Department/Line Manager

Accident reporting

All accidents to staff, students, and visitors must be reported to a first aider promptly or as soon as practically possible, and all staff must be familiar with the procedures for dealing with incidents related to first aid.

Accident record book

- 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. All accidents and near misses are to be recorded in the accident book which is located at Admin Services
- as much detail as possible will be supplied when reporting an accident or near miss
- Information about injuries will also be kept in the student's educational record
- records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

Reporting to the Health and Safety Executive

Admin services will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation. Admin Services will report these to the Health and Safety Executive as soon as is reasonably practicable, and in any event, within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- death
- specified injuries, which are:
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding)
 - 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 requires resuscitation or admittance to hospital for more than 24 hours
- injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- where an accident leads to someone being taken to hospital
- near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - the collapse or failure of load-bearing parts of lifts and lifting equipment
 - the accidental release of a biological agent likely to cause severe human illness
 - the accidental release or escape of any substance that may cause a serious injury or damage to health
 - an electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

Training

Our staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.