



**St Edward's  
School**

Unity - Achievement - Faith

# Health and Safety Policy

**Reviewed and Approved by the Business and Premises Committee**

**On: 11<sup>th</sup> June 2024**

**Reviewed and Ratified at the St Edward's Full Governing Body**

**On: 11<sup>th</sup> July 2024**

**Next review date: Summer 2027**

SLT is responsible for oversight of this policy's implementation

## Health and Safety Policy Statement

### Mission Statement

#### MAY WE BE ONE

In purpose – educating for life in all its fullness

In faith – encountering God who lives among us, calling us to unity

In dignity – nurturing confidence and maturity

In community – striving together for justice, love and peace

The earliest Christian community was noted, and characterised, by its concern for all. It was outward, rather than merely inward looking. As a Christian community our school strives to care for the needs of all of its members, so that we may be one. This policy outlines the measures that we will take to ensure that all members of our community, and visitors, experience a school that is safe, caring, and an effective steward of its resources.

It is the policy of The Governors and the Headteacher to comply with both the letter and intent of current and relevant Health and Safety Legislation.

The School attaches great importance to the safety of its staff members, children and any others who may be affected by its activities. We believe students should be able to experience a wide range of activities and the school policy is that health and safety measures should help them to do this safely,

1. All school staff are trained in the tasks required to execute their duties and ensure the safe operation and maintenance of plant, equipment and facilities.
2. All staff are aware they have a responsibility to look after their own and others' health and safety and have a duty under the common law to take care of students in the same way that a prudent parent would do so. Employees are also required to inform either the Site Manager or the School Business Manager of:
  - Any work situation representing a serious and immediate danger, so that remedial action can be taken.
  - Any building or equipment with a defect affecting the Health and Safety.
3. This Policy is reviewed every two years, in conjunction with the Emergency First Aid Policy together with procedures, rules and Codes of Practice which are contained in or referred to in both Safety Policy Documents.

4. Every staff member will have access to a copy of the Policy Statement on the school SharePoint.

## **HEALTH AND SAFETY RESPONSIBILITIES**

### Organisation

#### **1. The Governors**

- Ensure that adequate resources are available to fulfil the Schools obligations outlined in the Policy.
- The Business and Premises Committee will monitor and communicate relevant changes in legislation to other governors and if necessary liaise with the School staff, or outside enforcement bodies

#### **2. Health and Safety Governor**

- A member of the Governors will be designated to have specific responsibility for overseeing health and safety arrangements and to input to the Business and Premises Sub-Group.
- Monitor accidents on a regular basis through reviewing a summary of accidents provided by the School Business Manager.
- Undertake regular visits to the premises to identify and action concerns.
- Provide support and oversee controls in place.

#### **3. Headteacher**

- Ensure the Health and Safety Policy is understood and implemented by all staff at the school by incorporating into job descriptions and induction programmes.
- Ensure that curriculum risk assessments and risk assessments for individual students are completed by the relevant teaching staff.

#### **4. School Business Manager**

- Liaison with the Local Authority Health and Safety officers
- Maintaining Health and Safety Records, including Accident Report Forms
- Management of Risk Assessment - ensuring risk assessments are carried out and followed up in accordance with the Health and Safety Policy
- Ensure that all persons are advised of the whereabouts of all first aid facilities, the identity of first aiders and procedure for calling them.
- Perform an annual review of the Health and Safety Policy and present to the Governors.

## 5. Site Manager and Site Team

- Deputise for the Business Manager when absent from school.
- Responsible for overseeing fire safety.
- Are responsible for organising the day to day work in compliance with the Health and Safety Policy and in particular must:-
  - Act in a safe manner, observing all H&S practices, acting in accordance with risk assessments and keeping all fire corridors clear of obstruction.
  - Prioritise any maintenance work from a H&S perspective and mitigate risks to an acceptable level.
  - Identify hazards and ensure that appropriate action is taken to eliminate or control.

## 6. Site Manager and Office Manager

- Responsible for maintaining overall school risk assessments (Subject Leaders and Technicians responsible for subject specific risk assessments).
- Responsible for maintaining COSHH risk assessments
- Maintaining accident report forms.

### 5. All staff

- Develop and periodically review safe working procedures to protect the health and safety of students, staff and visitors.
- Work in accordance with training and instructions.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Ensure that all accidents causing injury or damage, near misses and notifiable diseases are reported without delay.
- Ensure that adequate steps are taken including the provision of necessary signs and all barriers so that activities do not endanger staff or others.

## 7. Other Persons/Contractors

The Person employing a Contractor will be responsible for ensuring that they are aware that it is a condition of the contract that when on school premises they must comply with the following:-

- Any person, such as a contractor, given authorisation to access the site for a temporary period must have full regards to the school's safeguarding policy and regulations at all times.
- All contractors preparing to work or visit personnel on site must report to reception with authorisation and identification before entering the school premises. A visitors badge must be displayed at all times
- Contractors will be vetted to ensure they are appropriately qualified to undertake work.

- Agree to observe school Safety Rules and instructions given by persons enforcing the Schools Health and Safety Policy.
- Not work on the premises until the relevant safety rules are understood and accepted.
- Not work on the premises unless covered by insurance against risk.
- Report to the Site Manager or Site Team / School Business Manager prior to commencement of work in that area and will comply with instructions given by that person for the maintenance of health and safety in their area.
- Report to the Site Manager or Site Team / School Business Manager, if there are any problems with regard to health and safety during the course of work in that area.
- Ensure that work areas have effective barriers to protect staff, students and visitors.

## **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 assess 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 UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues.

## **HEALTH AND SAFETY ARRANGEMENTS**

### **1. Fire Services**

A fire risk assessment must be carried out for the school on a regular basis and its activities, this contains details of matters requiring attention and a fire evacuation plan, it is essential that all staff are aware of and have a copy of this plan. This survey is undertaken by BCP. This is a living document and will be used in conjunction with a fire register and any requirements made by enforcing authorities.

**This document must be maintained on the school premises and be available for an Enforcing Officer who may so require.**

### **2. Evacuation of an individual with a disability.**

We will evaluate the impact of an emergency fire evacuation with people who have a disability at the main reception area using our Personal Emergency Evacuation Plan questionnaire before they enter the school site

Students on the school roll with a disability, are evaluated by the Special Educational Needs department. Staff with a disability, will be evaluated as part of their induction. See appendix for PEEP forms (Personal evacuation plans).

### **3. Accident Reporting Policy**

- **In school Process**

Staff are required to report all accidents/near misses. There are a number of notifiable diseases identified on a form within the HR Team. As in Appendix 3.

Any injury must, in the first instance, be assessed by a member of staff (teacher) or science technician where chemicals are involved. The member of staff will either (a) inform student office and place student in a safe quiet area or classroom (b) contact the student office and arrange an escort for the student to be taken to the student office for a further assessment and possible escort to the medical room (c) contact student office to arrange a first aider to attend at the accident location and assess the mobility of the student and either escort to the medical room or contact the emergency services.

Staff will have due regard to the medical details held on the MIS regarding students and where relevant inform parents as soon as possible.

A senior staff member will carry out an investigation into the accident and in consultation with the First Aid person, complete the accident report form to include witness statements and photographs

The School Business Manager is responsible for ensuring notification of reportable matters to the Borough.

Details of first aid incidents are to be recorded on the MIS system against the student or students involved.

#### **Off location Process**

The trip supervisor will ensure a first aider accompanies the trip at all times and in the event of an accident during the journey will make an assessment and either (a) continue with journey (b) drive to nearest medical facility (c) call for an ambulance. All actions will require the member of staff to contact the school. This process will continue once at the destination of the visit with the first aider assessing any additional first aid facilities available.

### **4. Accidents to Staff - Reporting Procedure**

Any accident requiring immediate attention must be referred to the nearest designated first aider who will advise the School Business Manager as soon as practical.

The first aid member will deal with the injured, and will decide whether to call an ambulance. If an ambulance is called then the Business Manager needs to be advised.

The First Aider will keep the School Business Manager informed of the extent of the accident.

No matter how slight the injury, the injured person or First Aider will write the relevant information onto an accident form held in the Student Office and complete details on the MIS.

Details of any staff member who is off work for more than three days as a result of an accident at work will be forwarded to the School Business Manager who will inform the local authority Health and Safety Officer irrespective of whether they had been notified at the time of the accident.

Serious accidents (see section 6) must be reported as soon as possible usually by telephone in the first instance.

## **5. Accidents to Visitors**

All accidents, involving representatives, delivery people, contractors etc. must be reported in the normal way to the sponsoring member of staff and the local authority. More serious accidents (See section 6) need to be related to the local authority immediately. All incidents are reviewed termly at the Business and Premises meeting.

Accident forms and monitoring tracking forms are to be completed and the School Business Manager advised.

## **6. Reporting to the Health and Safety Executive**

The School Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 Legislation (regulations 4, 5, 6 and 7).

The School Business Manager 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. These 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 scalding requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or 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.
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools, 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

## **7. Training**

Health and Safety training will be an essential part of specific job training. The School Business Manager will ensure that all staff members are fully trained with regard to their health and safety responsibilities. General Health and Safety updates will be given as required.

All employees will be given guidance on health and safety and accident reporting procedures during their induction period. Other training will depend upon the needs of the individual and the specific job concerned.

Where appropriate training will include:-

- i) COSHH information and data.
- ii) First Aid procedure.
- iii) Fire and evacuation procedure.
- iv) Manual Handling.

Records of training will be retained on staff files.

## **8. COSHH (Control of Substances Hazardous to Health)**

Control of substances hazardous to health (COSHH) risk assessments are completed by either the Subject Technician, Office Manager or Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary and in line with the risk assessment. Risk assessments are completed when a new product is introduced. Risk assessments are reviewed annually or sooner if the need arises. This is completed by the Site Manager and Office Manager.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information (unless the product is decanted into a new container as per product instructions. In this instance the correct labelling will be used on all additional containers). Students will not have access to hazardous substances, unless supervised by a member of staff.

Any hazardous products are disposed of in accordance with specific disposal procedures as per the COSHH Risk Assessment and associated Safety Data Sheet.

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

It is school policy to examine all substances introduced into the workplace with a view to ensuring that only the

least hazardous requisite to the task being carried out is used.

Assessments are conducted in accordance with the Regulations and the result will be acted on as required. Records will be held by the appropriate departments and the external cleaning company will be responsible for ensuring this information is available to the school regarding their products.

Before any new substance is introduced, the health and safety information will be obtained by the Purchaser from the supplier. An assessment will be carried out by a nominated member of staff, namely the Department Technician, Site Manager or Office Manager. If on any rare occasion it is found necessary to locally purchase a substance such as a cleaning aid that is not supplied it is first necessary to clear the requisition with the Site Manager and upon purchase the store should be asked for a data sheet which apart from small shops they are bound to supply.

### **9. New and Expectant Mothers**

Any expectant mothers will receive a risk assessment of their area of work as soon as identified. Any mothers returning to work will also be assessed to minimise any associated risks. This covers staff members and students. The assessment will be carried out to ensure that:

- 1 The employee should avoid wherever possible all substances that come within the domain of our COSHH categories.
- 2 Wherever possible the employee should avoid work practices that include:
  - Shocks and vibration
  - Manual handling
  - Excessive noise
  - Excessive stress levels
  - Ladders and heights
  - Extremes of cold and heat

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an 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.

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 carer and GP as this must be investigated promptly.

## **10. Asbestos**

The school acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through:-

- a. The employment of specialist contractors for asbestos removal, and,
- b. Ensuring all site staff have access to information on where asbestos is present.
- c. The use of proper control measures and work methods supported by training of staff.

### **Arrangements for Securing the Health and Safety of Personnel.**

Work where asbestos could be present shall not commence without assessment of the potential exposure of staff and others to asbestos as a result of that work and a statement of a suitable plan of work shall be made before the work commences.

An assessment is available of any asbestos material within the school buildings and the register will be maintained, likewise any exposed asbestos should be labelled and confined. It is essential that all relevant staff should be aware of any danger and, any contractor working in the school should be informed of the hazard if he/she is to work in that area.

Information on asbestos is in both the School Business Manager's office and the Site Managers office.

## **11. Display Screen Equipment (DSE)**

All staff who use computers daily as a significant part of their normal work have a 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. School supplies the means to access a Specsavers Voucher from the HR department.

## **12. Electrical Testing**

Electrical testing is undertaken on a rolling programme by qualified external contractors. The equipment is tested on a risk-based system with priority given to high risk items such as kettles, which are tested more regularly in according with guidance.

## **13. Gas Safety**

The boilers, main school kitchen equipment and gas taps in the Science department are regularly serviced and certificated.

Installation, maintenance, and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipe work, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure they have adequate ventilation.

#### **14. Legionella Controls**

Legionnaires' disease is a potentially fatal pneumonia caused by Legionella bacteria. Legionella bacteria are common in natural water courses such as rivers and ponds. Since Legionella bacteria are widespread in the environment, they may contaminate and grow in other water systems such as cooling towers and hot and cold water services. They survive low temperatures and thrive at temperatures between 20°C-45°C if the conditions are right, e.g. if a supply of nutrients is present such as rust, sludge, scale, algae and other bacteria. They are killed by high temperatures.

A water risk assessment is completed by an external company and all recommendations are adhered to. This is overseen by the Site Manager.

The risks from Legionella are mitigated by the undertaking of weekly water flushing during the holiday periods and monthly temperature checks in line with the risk assessment.

#### **15. Lone Working**

Lone working is only permitted via the prior authorisation of the School Business Manager and/or the site manager, so that necessary risk reducing measures can be put in place.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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.

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

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

The Lone Working risk assessment must be adhered to at all times.

## **16. Working at height**

All work to be properly planned, supervised and carried out by trained competent people with the skill, knowledge and expertise to do the work.

In addition:

- The Site Manager retains ladders for working at height
- Students are prohibited from using ladders
- Trained 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, trained 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

## **17. Manual Handling**

It is up to individuals to determine whether they are fit to lift or move an item. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance. All requests can be logged on the Site Helpdesk.

Manual Handling self-assessment form should be used before undertaking a task.

## **18. Violence at Work**

We believe that staff should not be in 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/headteacher immediately. This applies to violence from students, visitors or other staff.

## **19. 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.

The HR department and SLT oversee systems within the school for responding to individual concerns and monitoring staff workloads.

Employee assistance can be gained through Education Support, a support organisation that all employees have access to.

## **20. Smoking on School Premises**

Smoking or smoking alternatives such as e-cigarettes are not permitted at any time on school premises by staff, students, visitors or contractors. Anyone doing so will be requested to stop immediately and removed from the premises if required.

## **21. External Lettings**

Where external agencies hire parts of the building they will be required to adhere to the health and safety details in the terms and conditions of hire. All hirers will have appropriate insurance and DBS checks when children are included in an event.

## **22. Off-site visits**

When taking students off the school campus, staff 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.
- A member of staff who is a qualified first aider will go on all off-site visits.

## **23. Lunch and Break Supervision**

To ensure safety of students, staff will operate a system of duties to patrol the school during breaks. This system will be overseen by the SLT. Students are expected to adhere to the agreed rules. A Break and Lunch Cover risk assessment is in place.

## **24. Infection prevention and control**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

*This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty.*

Appendix 1: PEEP Form (Personal emergency evacuation plan)

**P1: PERSONAL EMERGENCY EVACUATION PLAN - STAFF**

This form is to be jointly filled in by both the individual and their line manager

**Persons details**

Name:
Role:

Identify any issues arising from the Building Information Gathering Form Fire 1 and possible solutions.

Issues from Information Gathering Form	Solutions

**Assistance to the individual**

**Awareness of procedure**

I am informed of a fire evacuation by:

Existing alarm system	
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Other (specify)	
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**Designated Assistance**

The following trained people have been designated to give me assistance to get out of the building in an emergency) Name and contact details


**Methods of Assistance**

Detail what is needed and what the individual can do themselves


**Equipment Provided**


**Evacuation procedure**

Step-by-step beginning from first alarm





**Parts of premises that are NOT TO BE USED OR OCCUPIED**

Any lifts under fire conditions (that are not evacuation lifts)

**Parts of premises that may be used, and which have been assessed**

Subject to there being suitable and adequate facilities:

- Consider:
- Fire alarm and detection system
  - Special equipment
  - Refuges
  - Communications
  - Signage and illumination of routes
  - Instruction of person with disability
  - Persons assigned to assist person with disability
  - Awareness by all other persons
  - Facilities needed after evacuation

Other factors


**Safe Route(s)**

Attach a building plan (as appropriate)

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**Sign Off and Ownership**

In order for this PEEP assessment to be valid it should have suitable and adequate ownership, be signed off by all parties, and have a set review date. Time is of the essence when producing a PEEP, as often other measures need to be put in place for it to work effectively. Unnecessary delays can create health and safety issues.

**Date of written PEEP**

**Review Date**                      Annually on date or as part of Appraisal unless defined elsewhere

**Individual**

I confirm that this assessment relates to the information I have discussed with my line manager, reflects my individual needs, and is not likely to worsen any existing medical condition. I will inform my line manager if my needs change in the course of the year.

Name

Signature

Date

**Line Manager**

I confirm that this assessment has been formed in line with the individuals disabilities in mind, having due regard to the constraints of the existing building.

Name

Signature

Date

**Premises Manager / Health and Safety Co-ordinator**

I confirm that this assessment is appropriate for the building, and can be sensibly managed to support the evacuation of the individual.

Name

Signature

Date

A copy of this assessment should be held in the individual's personal files.

**Appendix 3.****List of notifiable diseases**

Diseases notifiable to local authority proper officers under the Health Protection (Notification) Regulations 2010:

- Acute encephalitis
- Acute infectious hepatitis

- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- COVID-19
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough • Yellow fever

Report other diseases that may present a significant risk to human health under the category 'other significant disease'.