

English Martyrs Catholic Voluntary Academy  
Health and Safety Policy



Adopted: September 2017

Review: September 2018



“ We learn and grow as a family in the footsteps of Jesus “

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1 Health and Safety Policy Statement

# HEALTH AND SAFETY POLICY STATEMENT

The Governing Body is committed to.

- The provision of safe and healthy conditions for pupils, employees and visitors.
- Compliance with all relevant health and safety legislation.
- Eliminating, so far as is reasonably practicable, all accidents.

The co-operation of employees, pupils, parents and contractors is required to achieve these objectives, and minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop as soon as it is safe to do so, and ask. Where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Signed .....Chair of Governors

Date.....

Signed .....Head Teacher

Date.....

## **2.0 Health and Safety Organisation and Responsibilities**

### **2.1 Governing Body**

Is responsible for ensuring that

- A health and safety policy is prepared, implemented and reviewed to ensure it remains valid.
- Health and safety standards are monitored.
- Actions are prioritised where resources are required.
- Health and safety is the subject of specific health and safety reviews and that health and safety is reviewed as an agenda item at Governors' meetings.
- A Governor is given specific responsibility for health and safety.
- The Governor with specific health and safety responsibilities and the Head teacher receive health and safety management training and are competent to deal with the health and safety aspects of their work.
- Staff health and safety functions are identified and staff are made aware of their responsibilities and are competent to carry them out.
- Assistance is obtained from specialists when in any doubt about the health and safety standards to apply.
- Producing an annual health and safety report for the school.

### **2.2 Head Teacher**

The Head Teacher is responsible to the Governing Body for ensuring that.

- The arrangements outlined in the health and safety policy are effectively implemented, and remedial actions taken as necessary.
- Hazards are identified and documented arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.
- The significant findings regarding the above are recorded
- The arrangements are monitored to ensure they are working.
- Health and safety information is communicated to the appropriate people.
- Employees are aware of what is expected of them and that they are competent to deal with

the health and safety requirements of their work.

- Any problems in implementing appropriate health and safety standards are reported to the Governing Body.
- Accident/incident investigations are carried out.
- Specialist help and assistance is obtained where necessary.
- The reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.
- Co-operation will be afforded in providing the necessary facilities for Trades Union Safety Representatives if required in the future.

### **2.3 School Health and Safety Co-ordinator**

The school Health and Safety Co-ordinator is responsible to the Head Teacher for.

- Liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented.
  - Being responsible for the appointment of a qualified Education Visits Co-ordinator for the school
  - Carrying out risk assessments for shared areas and activities.
  - Initiating and progressing the reviews of risk assessments.
  - Carrying out weekly inspections of the shared areas.
  - Monitoring the health and safety standards of the school on a day-to-day basis, and reporting any problems that cannot be rectified to the Head Teacher.
  - Assisting the Head Teacher with their responsibilities, as required.
  - Ensuring accident/incident records are maintained, and Notifiable Accidents/Incidents are reported to the HSE.
  - Ensuring that documented risk assessments are carried out by the Catering Manager, Premises Officer and the lead teachers for art, cookery and science if applicable.

### **2.4 All Employees**

All employees are responsible to the Head Teacher for

- Taking reasonable care for their own health and safety and that of other employees, pupils

and visitors who may be affected by their activities, and are not to intentionally misuse or abuse anything provided for health, safety or welfare purposes.

- Checking classrooms and work areas are safe prior to use.
- Where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety.
- Using any work equipment in accordance with the training and instructions provided.
- Co-operating as is necessary to implement the arrangements of this policy.
- Monitoring the health and safety arrangements and standards in their own areas, ensuring that appropriate risk control measures are implemented.
- Reporting any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.

## **2.5 Pupils**

Pupils are expected.

- To exercise personal responsibility for their own health and safety and that of their classmates.
- To comply with standards of dress and behaviour consistent with the health and safety of themselves and others.
- To comply with the rules of the school and in particular the instructions of members of staff.
- To report any health and safety issues immediately to a member of staff.

## **2.7 Health and Safety Assistance**

Tony Crowe is appointed as the competent person as required by the Management of Health and Safety at Work Regulations 1999, and is responsible for providing health and safety advice and assistance. He can be contacted through the Health and Safety Coordinator, the Health and Safety Coordinator is Mrs Karen Emmerson.

### **3.0 Health and Safety Arrangements**

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### 3.44 Noise and Environmental Condition

### **3.2 General Hazards**

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not be stacked so as to cause a toppling hazard. Unwanted items are to be removed and not allowed to accumulate in such ways as to cause congestion. Pupils' bags are not to be left in walkways or areas where they create trip hazards.

Specific attention is to be given to avoid slip and trip hazards such as trailing cables, damaged walkways and floor coverings, slippery floors surfaces etc. Employees are expected to rectify these situations where possible or report them to the H&S Coordinator

Stepladders are provided and must be used where necessary to reach above head height. Employees are to inspect these before use and report any defect to the H&S Coordinator. Employees are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Damaged or defective furniture and equipment is to be reported to the H&S Coordinator. Also any sharp edges or protusions which may cause injury and/or damage to clothing must also be reported.

All radiator spindles must be fitted with a handwheel, cap or other protection to prevent penetration injuries.

Hot water temperatures in pupils areas are set to so as not to cause scalding.

Running is not permitted within the school buildings (excepting authorised sporting activities) and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction. Viewing panels must be clear and free of posters.

Access gates are designed and constructed to minimise finger trapping points etc.

Good practice instructions on classroom safety are included in the teaching staff school safety handbook which is available for anyone on request.

There are no lifts or electronically operated gates at English Martyrs.

Adequate welfare facilities (toilets, restrooms, drinking water etc) are provided and appropriately maintained for employees and others where necessary.

Cold water supplies that are suitable for drinking are clearly marked as such, and are in a separate area from toilet facilities.

Pencils etc must not be stored on desks in a vertical position, to prevent penetration injuries.

Access doors to nursery class areas must be adequately secured to prevent nursery children gaining unauthorised access to the general population of the school or outside. If they must be open for pupil access to the open area they must be supervised by staff.

Finger-guards are fitted where possible to both sides of all doors to which nursery or reception children have access.



Heaters with hot surfaces are fitted with guards to prevent injuries

Glass drinking vessels and sharp pointed scissors are not permitted in infant/junior classrooms.

### **3.3 Not applicable to English Martyrs**

### **3.4 Vulnerable Glazing**

The vulnerable areas of glazing have been protected to prevent serious injuries in the event of breakage. This includes all glass in doors & sidepanels up to 1500mm above the floor level, and glazing up to 800mm above the floor level in other areas. In addition the glazing in widows facing the playground and all glazing in the Hall have been safeguarded.

Glazed mirrors in pupil areas are to be protected against breakages, which may cause injury to pupils. One mirror in the toilet outside the year 4 classroom will be checked and protected.

### **3.5 Electrical Safety**

Employes shall not attempt repairs or make modifications to electric equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported

The following control measures are adopted as the minimum required for electrical safety within the school.

- The fixed electrical installation is subject to a 5 yearly inspection by a competent engineer, and any maintenance required to prevent danger is carried out.
- Only electrical equipment provided or authorised by the School shall be used.
- Portable electrical appliances are subject to Portable Appliance Testing (PAT) and a formal visual inspection on an annual basis, by a competent person, to identify any maintenance required to prevent danger
- Employees are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

The pre use check will include inspection of the electrical equipment to identify,

The equipment is suitable for it's intended use, and environmental conditions in the

area of use.

That the equipment has been appropriately PAT Tested.

There are no signs of physical damage to the equipment or wiring.

There are no signs of overheating.

The wiring is appropriately clamped into the equipment and plug.

The equipment is clean and appears in a condition that is fit for use.

- Where electric equipment is used outdoors, or in areas where contact may be made with water a Residual Current Device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

- Residual Current Devices (RCD) are functionally tested in accordance with the manufacturers recommendations (generally quarterly or monthly), and the results of these tests recorded. Portable Residual Current Devices are additionally functionally tested before each use.
- Electrical maintenance work is only carried out by competent persons.
- Damaged, defective or inoperative equipment is immediately isolated, withdrawn from use, labelled as such, and reported to the H&S Coordinator. Unauthorised staff or pupils are not to tamper with electrical equipment, serviceable or otherwise.
- Work on or near live electrical conductors is only carried out after being fully risk assessed, and then using a documented Permit-To-Work system, by qualified engineers.
- Appropriate maintenance records are maintained.
- Good practice instructions on electrical safety are included in the teaching staff and premises/catering staff school safety handbooks, both available to anyone on request.

### **Additional Precautions for Primary Schools**

All electrical sockets to which nursery, reception and infant children have access to, are fitted or will be fitted in the immediate future with blanks to prevent contact with the live electrical terminals.

### **3.6 Working at Heights**

Employees are reminded that falls from height are the most common cause of fatal and serious accidents at work.

Employees shall not work at heights of more than 2 metres (from floor to feet position) when they are working alone. If an accident occurs there would be no one to call for assistance.

The need to reach things at heights should be eliminated where ever possible e.g. displaying pupils work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, all work at height should be risk assessed, proper access equipment must be used and the following protocol adhered to.

Good practice instructions on work at heights are included in the teaching staff and premises staff school safety handbooks.

### **3.7 Substances Hazardous to Health**

Where possible all substances used in the School should be non hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant' etc, or carry the hazard warning symbol. Where a choice exists between substances required to carry out the same task, the substance with the lowest hazardous properties is always used in preference to higher hazard substances, and then in the most diluted form suitable for the task.

All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturers instructions.

Material Safety Data Sheets (MSDS) have been received from the suppliers for all hazardous substances in use in the School.

The processes relating to are appropriately risk assessed, to ensure the correct risk control measures are devised and implemented for the use and storage of each hazardous substance

### **School Cleaning Substances**

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general purpose cleaning in the School.

These substances are necessary, as less hazardous substitutes are considered to be ineffective.

The following minimum control measures are used to control the risks to health from the use of these substances.

- The substances are kept secure at all times when not in use to prevent unauthorised access.
- Adequate ventilation is to be maintained at all times.
- The substances are only to be used as directed by the manufacturers instructions and COSHH Assessment.
- Substances shall not be mixed together. This is particularly important with bleach. Toxic fumes can be generated if this is mixed with other substances.
- Adequate arrangements are maintained to ensure the segregation of incompatible substances. Such as colour coded containers, separate bunded storage areas, and separate cleaning materials.
- Skin contact with the undiluted substances or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, excema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes should be washed off or out immediately with plenty of water, and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Head teacher and where appropriate to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents and appropriate hazard sign.

### **3.8 Fire Safety**

A Fire Risk Assessment as required by Regulatory Reform (Fire Safety) Order 2005 was carried out in March 2016. As a result the whole fire system was upgraded in August 2016 with the installation of three new classroom fire doors, two sets of double fire doors in the main hall and a complete automatic fire detection system.

The employer or controller of the premises is deemed to be the 'Responsible Person' within the meaning of the Regulatory Reform (Fire Safety) Order 2005, and the H&S Coordinator is responsible for ensuring that the maintenance requirements identified in the Fire Risk Assessment have been carried out.

Fire safety arrangements and procedures have been documented, and all fire safety equipment is appropriately maintained. A recorded check on call points (on rota) and fire extinguisher condition is carried out weekly and emergency lighting monthly in addition to the statutory annual inspections.

All staff are familiar with the Fire Risk Assessment for their work area, and are to comply with the fire safety arrangements and procedures of the school.

A log book is available to record maintenance, false alarms etc of the fire detection and warning system.

Fire extinguishers are not to be tampered with or removed without authorization, and are not to be obstructed.

Emergency exits, fire action notices and fire alarm call points are not to be obstructed. Shading blinds covering emergency exits in two classrooms will be altered at some stage in the next academic year.

Heater inlet and outlet vents are not to be obstructed, and combustible materials are not to be placed on top of heaters or near the outlet vents.

The whole school site is a designated no-smoking area.

Electrical equipment is to be inspected prior to use to ascertain so far as is possible that it is safe to use and free from defects.

Windows and doors are to be secured when vacating rooms, buildings etc, to reduce the potential for unauthorised entry and arson.

Waste skips are to be kept secure and located away from school buildings, to reduce the potential for arson.

All work requiring the use of sources of ignition is risk assessed, and the appropriate safety precautions taken. There is a cookery risk assessment in place.

All staff are to check their work areas immediately after use to ensure that sources of ignition are extinguished or turned off (as appropriate) etc, prior to vacating the area.

Waste bins are to be emptied daily, and combustible materials not allowed to accumulate.

Practice fire drills are carried out termly, and are monitored by the Health and Safety Coordinator,

who compiles a report on each for the Head Teacher.

Routine inspections are carried out by the H&S Coordinator to ensure that the fire safety arrangements of the school are not compromised, and remain effective.

A site plan is prepared for the fire and rescue service and kept in the entrance hall. It includes a site plan, the locations of significant hazards and emergency isolators and exit routes in the school.

All fire safety equipment and facilities are appropriately maintained in accordance with the appropriate standards. **Karen, fire RA to be attached here when complete.**

### **3.9 Manual Handling of Items and Equipment**

Manual handling operations are required to some extent in most of the school's activities and although these have been eliminated wherever possible, it is not reasonably practicable to completely avoid them. Most of lifting tasks within the classroom do not generally involve significant risks and are within the capabilities of all employees. The measures detailed in the staff safety handbook are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

### **3.10 Display Screen Equipment**

The Head Teacher and H&S coordinator have both undertaken the DSE safety check-list and feel that the environment is safe.

### **3.11 Smoking at Work**

Smoking is not permitted on the school site, in any school vehicle or in any vehicle in which more than a single employee is travelling during the course of their employment. This is to prevent unwanted exposure to environmental tobacco smoke, which is a health hazard, and to minimise the risk of fire.

### **3.12 Contractors Activities**

Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The School has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on local approved lists (where applicable), or can show in some other way, they are competent to carry out their work in accordance with the relevant statutory provisions will be selected for work on the premises.

The Headteacher or delegated employee must identify to the contractors, those hazards and controls already in place at the school, and obtain from them information regarding the hazards and controls which they will be bringing to the school, such that adequate control measures can be implemented and effective contractor / school segregation maintained.

Before work commences the Headteacher or delegated employee must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, employees and visitors.

The Headteacher or delegated employee shall then liaise with the contractor and monitor their activities to ensure the arrangements are, and remain, adequate. Any situation where the control measures are inadequate must be rectified immediately.

Most contractors have safety arrangements organised by CPA but the Head Teacher will put together an information and safety list for all contractors called in by the school.

The Construction (Design and Management) Regulations (CDM Regulations) apply to all construction projects. Additionally construction work which involves more than 500 person/days, or takes longer than 30 days is notifiable to the HSE. The Headteacher or delegated employee is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

### **3.13 First Aid Arrangements**

All teachers are certificated first aiders, this is considered to be appropriate for the risks and numbers of persons present. In addition to this, it is the policy of the school to train as many other employees as possible in emergency first aid, so as there is always cover for the most likely times that injuries occur, and for absences/school trips etc. Non-teaching staff are eligible for first aid courses but failing that will be given first aid manuals and basic instruction from the H&S Coordinator.

All first aid training is repeated every 3 years to maintain competence. This training and refresher training is coordinated and organised by the Health and Safety Coordinator.

First aid boxes stocked with the recommended contents are located at appropriate points and the contents are checked on a monthly basis. All employees are familiar with the location of the first aid boxes so that in the event of an injury or acute illness they can be located quickly.

If required, an ambulance can be summoned by telephone from the Reception Office by dialling 9999

Employees should administer first aid treatment in accordance with their levels of training and competence, and always err on the side of caution by referring pupils for further medical attention as set out below, or when in doubt.

First Aider training is supplemented with Paediatric First Aid training where appropriate for coverage of the Early Years Foundation Stage.

Best practice on dealing with medical matters is found in the Teaching Staff School Safety Handbook

### **Infection Control**

Aids and hepatitis B viruses are a risk to employees involved in the provision of first aid. The universal precautions for cleaning up body fluid spills detailed in the Health Protection Agency poster 'Guidance on infection control in schools and other childcare settings' should be followed to prevent the spread of infection. This is displayed in the school first aid room and the office of the H&S Coordinator's office

### **3.14 Pregnancy and Work**

Employees who become pregnant shall inform the Head teacher so that a separate risk assessment can be carried out to ensure that any risks to themselves or their unborn child, created during their work are identified and eliminated or controlled. This risk assessment will require regular reviews as the pregnancy develops, and may still be required for new mothers. Additional facilities such as a place to lie down or store expressed milk will be provided as necessary.

Advice on pregnancy and work is given in the Health Protection Agency poster displayed in the Staffroom

### **3.15 Young persons working or children on work experience in the School.**

The Health and Safety Co-ordinator is responsible for organising the work experience etc, liaising with Heads of Department and the person with parental responsibility, to ensure that risk assessments are carried out and communicated to the person with parental responsibility. They are also to obtain from the person with parental responsibility, information regarding any particular hazards / medical conditions etc that the work experience candidate will be bringing to the school, in order that their suitability can be assessed and safety measures adapted accordingly.

Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures required must be communicated to the person having parental responsibility for the child.

Attendance records will also be maintained, and failure to attend reported to the child's originating school.

All young persons will work directly under the supervision of an experienced employee, who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. A copy of the H&S Handbook for Teaching Staff policy will be given to any placement trainee and specific risk assessments pertaining to the work they will be experiencing. They will be asked to discuss this with parents and school

### **3.16 School Security**

The main reception entrance is monitored at all times to prevent unauthorised access.

Exit doors are locked to prevent unauthorised access but these can be readily opened from the inside in case of emergency.

All visitors are required to report to the Reception Office on arrival.

The names of all visitors, their time of arrival and departure should be recorded and a badge issued for identification while on the school site.

Unknown persons on the school site not wearing a visitor's badge, are to be asked to identify themselves, their reason for being on school premises and if they require assistance. Appropriate measures are then to be taken to escort them to the Reception Office to book in, or escort them off the premises, as appropriate. In some cases it may not be appropriate for a lone employee to make this approach, in these cases assistance is to be sought, and the police called for additional assistance if necessary.

When pupils are outside during play time or for sports, adequate supervision is provided to ensure that they do not leave the premises.

The car park is segregated from areas occupied by pupils and pedestrian access is controlled during school time.

The premises are secure, reducing the potential for pupils to stray unsupervised.

All Staff, permanently or temporarily employed by the School have received a satisfactory Disclosure & Barring Service (DBS) check

### **3.17 Violence at Work**

The School seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation, verbal abuse and physical assault. This kind of behaviour will not be tolerated from pupils or parents etc and further action such as exclusion/banning/prosecution will be considered.

Further advice on dealing with potential violence is available in the Teaching Staff School Safety Handbook

### **3.18 Educational Visits**

Jeff Hodgson is the Educational Visits Coordinator (EVC) for the school to help teachers/group leaders assess the risks and implement control measures.

It is the visit leaders responsibility to carry out the risk assessment for the visit, but each risk assessment and visit is to be vetted and authorised by the EVC.

Generic risk assessments have been carried out/recorded and control measures identified for repeated elements of educational visits e.g. travel by minibus or coach and swimming at regular venues etc.

Site/visit specific risk assessments are carried out/recorded for visits not covered by the generic risk assessments and teachers/group leaders carry out trial runs without pupils to identify the hazards and the measures necessary to control the risks.

Risk assessment controls are monitored by teachers/group leaders whilst on visits to ensure any additional control measures or prohibitions are implemented to control risks.

Appropriate levels of supervision and first aid support are assessed and provided for all visits.

#### **Minibus**

All travel in the minibus is appropriately authorised.

All minibus travel is organised through a hire firm and the Head Teacher is to check documentation for driver competence and vehicle road-worthiness.

### **3.19 Medicines and Infection Control**

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they recover, or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Health Protection Agency poster 'Guidance on infection control in schools and other childcare settings'. This poster is displayed in the school 1<sup>st</sup> aid room and the H&S Coordinator's office.

The storage and provision arrangements for pupils's medicines are in accordance with manufacturers and medical recommendations.



Generally, only medicines prescribed by a medical practitioner are to be held by and administered by the School Staff. For early years and year 1 the medicine is administered by a parent while for older pupils it is self-administered under supervision.

Where necessary, appropriate staff have received training in the administering of medicines such as epi-pen use etc.

Where necessary

Effective arrangements are in place for the safe use and disposal of sharp implements (Safety alternatives are used wherever practicable).

Employees using sharp implements have received adequate information and training.

Sharps bins are readily available in the Medical Room, or where needed.

Used needles etc are to be placed directly into the sharps disposal container, rather than being re-capped.

All incidents relating to sharp implements are investigated and appropriate action taken.

Where necessary pupils with particular medical needs are supported as necessary by the School and appropriate equipment, training and materials provided and maintained to meet their medical needs whilst within the School, based upon liaison with the pupil, parents and professional medical support team.

### **3.20 Accident / Incident Reporting**

Minor injuries to employees, visitors and pupils shall be recorded in the accident book by the person administering first aid.

In the event of a "Specified Injury" or "over 7 day" absence injury the Health and Safety Co-ordinator is responsible for reporting the incident to the HSE, either via their website ([www.hse.gov.uk](http://www.hse.gov.uk)), or by telephoning HSE Incident Contact Centre (ICC) 0845 300 9923 for a specified injury or fatality, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

'Specified' injuries to pupils and visitors include those which require them being taken directly to hospital. For Pupils, this only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of supervision. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

Note that the reporting of injuries to persons in School on School training schemes, or children on work experience within the School should be reported as if they were employees of the School.

'Specified' injuries to employees are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours. A full list of applicable injuries is available within the RIDDOR Regulations. Specified injuries are to be RIDDOR reported without delay, and in any case within 10 days of the accident, and Fatalities are to be reported immediately.

'Over 7 day' absence injuries to employees do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc. These are RIDDOR Reported within 15 days of the injury occurring.

The Health and Safety Co-ordinator is responsible for notifying the schools insurers of all 'Specified' and 'Over 7 day' injuries.

Some incidents which do not result in injury must be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors, but some such as a fire or electrical short circuit which disrupts activities for more than 24 hours, or the failure of a lift, will apply.

The Health and Safety consultant shall be contacted if in doubt about reporting procedures.

All accidents will be investigated to some degree. The depth and scope of the investigation and the amount of resources devoted to each, will however be commensurate with the severity of the accident reported. Investigation of major/serious incidents are to be co-ordinated by the Health and Safety Co-ordinator, and incidents of a lower severity by Heads of Departments. Where necessary changes will be made and recorded on the appropriate accident report.

### **3.21 Statutory Notices**

The Health and Safety Co-ordinator is responsible for ensuring that the following are displayed where employees can see them.

1. A 'Health and Safety Law' poster.
2. A current copy of the employer's liability insurance certificate.

### **3.22 Health and Safety Representatives and Consultation**

Employees are consulted with directly in accordance with The Health and Safety Consultation with Employees Regulations 1996.

Health and safety is a standing item weekly in all the regular employee meetings held within the school, during which employees are provided with any relevant health and safety information or news, and their consultation sought on matters affecting them.

### **3.23 Employee Induction Procedures**

The capabilities of all new employees with regard to their responsibilities, their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given by the Health and Safety Co-ordinator to ensure that they are aware of the school's health and safety arrangements.

The school has a health and safety induction package and must be completed prior to employees carrying out any other tasks at the school. It includes a thorough understanding of.

1. The Health and Safety Policy.
2. Risk Assessment procedures.
3. Relevant safe working procedures.
4. Relevant health and safety training.

5. Evacuation procedures.
6. First aid and injury reporting arrangements.
7. Any other relevant policies, emergency procedures, etc, including the Critical Incidents Policy.

The Health and Safety Co-ordinator is to guide new employees through the induction process, and organise and document health and safety training as appropriate, including refresher training.

All existing members have received induction training in the areas above but not as a part of a formal package.

### **3.24 Physical Education, Sport and Play Activities**

Areas where children carry out PE, Sporting and play activities are to be kept as far as possible free from obstacles and hazards which could cause injury to pupils.

The surface of all areas where children carry out PE, Sporting and play activities are as far as possible to be level, and free from slip and trip hazards (i.e. pot-holes, ice, mud, loose gravel accumulations etc).

PE, Sporting and play areas are inspected before use, to ensure their safety.

#### **General rules for play times**

Fixed play equipment is installed and maintained in line with the requirements of BS 1176.

A sufficient number of employees will be available to supervise play times and will be positioned where they can see all pupils.

Employees shall watch for and control over-enthusiastic behaviour. In particular running and ball games shall only take place in the designated areas.

Running and ball games are prohibited in the 'Quiet' areas.

The retrieval of balls from off the school premises by climbing fences, or entering private property, without specific permission is prohibited.

Employees shall not carry hot drinks (unless in the specially designed cups provided) or glass drinking vessels whilst on play-time supervision duties.

Fixed play equipment is maintained annually under external contract, and weekly routine visual and operational inspections are carried out by the Premises Officer in line with the manufacturers'/ installers recommendations and recorded.

#### **General rules for sport and physical education**

It is the policy of the school to follow the guidance in the document 'Safe Practice in Physical Education and Sport' published by the Association for Physical Education', and the guidance from the relevant national governing body for the activity concerned.

Only suitably qualified employees are to supervise physical education.

Information on best practice in sport and PE are included in the Teaching Staff Safety Handbook

### **3.25 Vehicles on the Premises**

A vehicle and pupil safety risk assessment is in force. There have been no incidents or near misses in this area.

Segregation arrangements include.

- Pupils are not allowed on the playing field whilst grass mowing or grounds maintenance vehicles are in use. Mowing takes place during class time at English Martyrs
  - Pedestrians must use the separate entrance provided.
  - Teachers' etc cars are not to enter or leave the school premises at school starting and leaving times. At lunch and break times no pupils are in the area
  - Delivery and contractor's vehicles must be prevented from entering the premises at school starting and leaving times.
  - Parents are allowed to bring motor vehicles etc onto the premises but only to the designated areas
  - Large vehicle delivery occurs only when pupils are in a designated non-vehicle area.
- There has been a problem with cyclists cutting across the car park. This has not resulted in a serious incident but pupils have been warned and this has been mentioned in the newsletter. Gates are closed at the beginning and end of the school day.

### **3.26 Science, Art and Technology**

The following minimum control measures have been implemented.

Only child-safety designed scissors are available to pupils

Sharp hand tools, craft knives, kitchen knives and sharp ended scissors are stored securely, and are used only under close supervision. These items are strictly controlled, and all are positively accounted for after each use.

Pupils shall be shown how to use the simple hand tools provided for them safely. Teachers should not assume they have been taught this before because they have previously used such items.

If the material or tools pupils are using are likely to eject parts, chips or splinters etc, then eye protection must be worn.

Pupils use only low temperature glue guns .

In cookery lessons the quantities of hot liquids are to be kept to a minimum, and pans positioned so as to prevent them being knocked over. Pans are to be positioned on cookers so that handles do not protrude. There is a separate risk assessment for cookery. The cookery teachers have been given instructions on Cookery Safety Procedure which outlines good practice.

### **3.27 School Productions**

- The Hall floor surface is maintained so as not to be unduly slippery.

- Ticket allocation is to be introduced with immediate effect to ensure that the Hall does not become over-crowded.
- Well lit routes are provided for pedestrians from car parks although the emergency car park on the play area is less so. Improved lighting there is being investigated.
- Arrangements are made for the provision of first aid in case of injury or acute ill health.
- A telephone is available for calling the emergency services.
- Chairs for the audience are kept clean and in good condition.

### **3.28 Catering**

The English Martyrs kitchen safety is the responsibility of the contractor, Caterlink although PAT testing is carried out by the school.

### **3.29 Working Alone**

Some activities involve special risks and shall not be carried out whilst alone. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below and will require specific risk assessment and control measures.

- Working at heights.
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Work in roof spaces.
- Work below the ground such as in inpection pits, pipe ducts, excavations.
- Work involving exposure to uninsulated, live, mains voltage electrical conductors, such as when fault finding on electrical equipment.
- Work involving the use of high risk, hand fed machinery such as circular saws and planers.
- Meetings with people who have a record of violent behaviour, or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside).

It is strongly advised that everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if they are overdue and raise the alarm if there is no reply.

### **3.30 Working Time**

The School recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 (as amended) is seen as the way to minimise these risks. Normal school arrangements usually ensure that employees receive the in-work daily/weekly breaks and annual leave entitlements specified in the Regulations. Some employees, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any employee whose work dictates they are required to work excessive hours should raise this with the Head Teacher.

### **3.31 Work Related Stress**

Stress is the reaction people have to excessive pressures or other types of demands placed on them. Contributing factors to harmful levels of stress include work overload/underload, the working environment, working relationships (e.g. bullying or harassment), changes taking place, poor communication and organisational style. Prolonged work-related stress can lead to physical ill health.

The following minimum control measures have been implemented.

- Factors likely to cause intense or sustained levels of work related stress are identified and measures implemented to protect staff.
- An open and understanding management style is practiced.
- Staff have the skills, training and resources they need.
- Fair and consistent treatment is provided for staff.
- Two way communication takes place, especially in times of change.
- Support and counselling facilities are available where appropriate.
- Staff are encouraged to report any work situation causing intense or sustained levels of work related stress.

Individual risk assessments are carried out for any member of staff reporting the symptoms of work related stress.

### **3.32 Legionella Bacteria**

There is a small risk of legionella bacteria developing in the water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons.

A company specialising in water hygiene has been commissioned to survey the site and assess the risks. This risk assessment is reviewed regularly, or earlier if circumstances change. The recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc, and the control measures outlined in the survey report,

such as inspections, temperature monitoring, cleaning and flushing implemented.

All staff required to carry out legionella monitoring activities etc have been appropriately trained. Appropriate records of legionella control maintenance are maintained by the premises officer and overseen by the H&S Coordinator.

### **3.33 Asbestos**

CPA Ltd checked in October 2015 and say that there is no asbestos remaining at English Martyrs

### **3.34 Personal Protective Equipment**

Rubber gloves and appropriate dress are used when required.

### **3.35 Grounds Maintenance**

- Inspections of the grounds before the school opens each day are the responsibility of the H&S Coordinator who may delegate to the premises officer, and all hazardous items removed prior to allowing pupils access to the site.
- Inspections of the wooden equipment (sheds, seating, fencing and play equipment etc) are carried out by the Premises Officer on a weekly basis, and all hazardous parts rectified or isolated prior to allowing pupils access to that area.
- All trees on the site will be bi-annually inspected and maintained by a competent specialist. An inspection must take place in the near future. Further to this, the H&S Coordinator ensures that all trees are inspected on a weekly basis, and after high winds or other adverse conditions that could affect their integrity. Records will be kept of these inspections.
- Hazardous substances are securely stored with appropriate spill prevention and ventilation, and are only used in line with the appropriate Material Safety Data Sheet and risk assessment.

### **3.37 Monitoring and Review**

In order to ensure that the health and safety arrangements of the school remain effective, and that the health and safety policy remains valid, a scheme of monitoring and review has been implemented.

The following summarises the content of this process.

#### **Monitoring.**

- The Health and Safety advisor for the school will carry out an annual health and safety inspection of the school, on behalf of the Head Teacher and Board of Governors. These inspections may be targeted at specific areas at the request of the school. A report will be produced from these inspections.
- The Governors will carry out regular health and safety inspections of the school, to identify health and safety improvements or failings. Notes should be taken during these

inspections.

- The Head Teacher will carry out regular health and safety inspections of the school, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- Teaching staff are to be aware of the safety of their classrooms and will check weekly on behalf of the Headteacher, to identify health and safety improvements or failings. A register should be kept of these inspections.
- The H&S Coordinator will carry out termly health and safety inspections of the shared areas on behalf of the Headteacher, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The premises officer on behalf of the health and safety coordinator will be responsible for a daily inspection of the School Site prior to opening, in order to remove any obvious hazards before the pupils arrive. A daily signature sheet may be used to record these inspections.
- Teachers will carry out a daily inspection of their classrooms prior to use, in order to remove any obvious hazards before the pupils arrive.
- The Health and Safety Co-ordinator will carry out ongoing and regular monitoring of the school health and safety policy, and submit amendments to the Headteacher as necessary.
- Staff will monitor pupils at all material times, and take appropriate action to ensure that they are not putting themselves or others at risk by their acts or omissions.

### **Review.**

- The Board of Governors are to meet regularly, with the Head Teacher to identify health and safety issues and areas for improvement. This meeting is to include a review of items from the lower level meetings, a review of the school health and safety policy, and recent inspection reports. These meetings are to be minuted.
- The Head Teacher is to chair a regular health and safety meeting with the Health and Safety Co-ordinator to identify health and safety issues (including training levels and accident reports) and areas for improvement. These meetings are to include a review of the school health and safety arrangements, and items from the lower level meetings. These meetings are to be minuted.
- The Head Teacher is to have H&S as a regular item at weekly briefings and staff meetings with staff.

### **3.37 Critical Incidents**

A critical incidents policy has been compiled and the arrangements for dealing with reasonably



foreseeable incidents are documented. Key personnel have been nominated to perform specific roles during incidents, appropriate resources provided, and contact details documented. All staff are aware of this document. It is to be updated in September 2017 as will the school lockdown policy.

### **3.38 Lettings**

Any hirers of the premises have the responsibility to ensure that they use it safely.

The Board of Governors recognises its' duties as the controller of the premises, and require that the lettings policy and contractual agreements be complied with.

These will ensure that.

- Premises hired are in a safe condition for the purpose of use.
- Arrangements for emergency evacuation are adequate.
- Fire fighting equipment is in place and operational.
- Relevant insurance requirements have been met.
- Contractual arrangements are drawn up to clearly delineate and specify responsibilities and arrangements for health and safety (i.e. telephone communications, first aid provision, fire procedures etc).
- The relevant area is inspected both prior to and after each letting to ensure that it is in a safe condition for subsequent use. Records are kept of these hand-over/return checks.

### **3.39 Disabilities**

The school recognises its duties with regard to providing reasonable access to the school and its facilities for disabled persons. Due to the widely differing circumstances of each disabled person, there can be no single set of provisions which will cater for all disabilities.

The requirements of each disabled person for access to the school and its facilities will be assessed individually, and reasonable adjustments made to cater for them.

- Ramps have been provided where necessary for disabled persons to gain access to facilities.
- Disabled toilet facilities have been provided.
- Supervision levels are individually assessed for each disabled person.
- Manual Handling training and mechanical aids will be provided and maintained as required, to assist with moving mobility impaired persons.
- Emergency arrangements are being reviewed in light of the disabled persons likely to be present, and where appropriate Personal Emergency Evacuation Plans (PEEP's) will be documented.

### **3.40 Swimming**

School swimming takes place at Oakham School pool and Oakham C of E primary school and they have all responsibility for safety within the building.

### **3.41 Boiler Room**

Boiler Rooms are considered to be potentially hazardous environments, and the following control measures have been adopted to reduce the risks.

- The boilers are maintained annually by competent specialist contractors.
- Appropriate fire extinguishers are provided in the Boiler Room.
- An emergency electrical isolation control is provided in the Boiler Room.
- A method of quickly isolating the boiler fuel supply in an emergency is provided.
- The Boiler Room is kept secure to prevent unauthorised access.
- Combustible materials are not stored in the Boiler Room.
- Adequate ventilation is provided in the Boiler Room.
- Emergency exit routes from the Boiler Room are kept free from obstructions.

### **3.42 Ponds**

- Access to the pond is strictly controlled, and the pond effectively closed when not in use. The present safeguards have been rated as acceptable by Tony Crowe, the school H&S consultant.
- Pupils are adequately supervised when in the pond area.
- Open edges of the pond are gently sloping, or flat and well defined. Where access is not required, or where there are steep edges, a protective barrier is provided.
- Clear signage is posted at the access points to the pond, indicating that unsupervised children are not permitted in the area, and warning where necessary of thin ice in winter conditions. This is not in place at present but will be provided in the immediate future.
- Children and adults are to wear appropriate footwear.
- Staff members are trained in how to react to an emergency situation in the pond.

### **3.43 Managing sickness absence and return to work.**

Where management of this issue is not covered elsewhere, the following, developed from HSE

guidance, may be used.

It is the School policy to help employees return to work following sickness absence.

Managing sickness absence and return to work will help retain valuable staff, reduce unnecessary overheads and potentially avoid expensive employee replacement costs. A significant enhancement can also be expected in employee relationships.

All sickness absence will be monitored and recorded by the Line Manager of the sick employee, who will become the Liaison Officer between the sick employee and the School, and will act on behalf of, and with the advice of, the Head Teacher and School Governors.

Employees are required to tell the Liaison Officer why they are absent from work, and of any significant developments in their condition that affects their time of return to work or the tasks they will be capable of performing once returned.

The Liaison Officer will maintain contact with the sick employee to ensure that the following criteria, as a minimum, are met.

Less than 3 days sickness absence.

When the employee returns to work, welcome them back and discuss their absence.

Between 4 and 14 days sickness absence.

Keep in touch with the employee.

When the employee returns to work, conduct a return to work interview. This may be very informal, but may need to include actions to help the employees performance at work or underlying issues if short term absence is frequent.

Between 15 and 28 days sickness absence.

Keep in touch regularly with the employee and identify any barriers that prevent their return to work (these may not need a medical solution).

Expert advice (medical practitioners, occupational health, rehabilitation providers etc) may need to be considered.

When the employee returns to work, conduct a return to work interview.

If it seems that the employee is not likely to return to work soon, talk to them about the need to consider a return to work plan.

After 28 days sickness absence.

Continue to keep in touch regularly with the employee.

Put together a plan of actions and reasonable adjustments to help the employee return to work, including seeking expert advice if necessary, and agree these with the employee and others involved.

When the employee returns to work, welcome them back and implement the plan.

Review the employees' return to work progress until they resume full duties.

Even with the best efforts, it may not always be possible to return the sick employee to full or partial employment, but it is important to explore all options, and not to jump to conclusions. Expert advice may be required before making any final decisions.

The employer has duties under Health and Safety Legislation, the Equality Act, and Employment Law, which all have to be considered before final decisions are reached.

### **3.44 Noise and Environmental Conditions**

Noise is unlikely to be a problem at the school and remains under the control of the teacher.

#### **Sun Exposure**

During hot sunny weather adequate drinking water is available, and a shaded area is provided in the playground.

Supervisory Staff are encouraged to wear sun hats, and sun-block.

Pupils are encouraged to wear sun hats, and sun-block.

A standby supply of sun-block is held.

Staff rotation ensures that no single member of Staff is overly exposed to sun/heat.

#### **Radon Gas**

A whole School Radon Risk Assessment has been carried out and showed low levels of Radon.

#### **Snow & Ice**

Stocks of rock-salt are kept. The H&S Coordinator monitors the forecasts for snow/ice conditions, and during winter checks the site at least 1.5 hours before school opening times.

A plan is devised detailing the priorities for clearing pathways & playgrounds.

A salt spreader, shovels and warm clothing are provided. The Site Staff clear pathways and playgrounds according to the time available and the severity of the conditions in order to maintain at the minimum clear access to the School building.

The condition of the pathways and hard surfaces is regularly monitored by the H&S Coordinator, and appropriate clearance measures taken, with slippery areas cordoned off as necessary.

The decision as to whether the weather conditions prevent the school from opening lies with the Head Teacher.

#### **High Winds**

The H&S Coordinator inspects the School Site after high winds, heavy snow etc to identify any tree branches etc or parts of the building etc left in a hazardous condition, such that appropriate remedial action can be initiated.

#### **Rain**

Suitable dry areas and supervision are provided for pupils when it is raining during non-teaching time.

#### **Lightning**

This is unlikely to be a problem if the above supervision rules are followed.

