



# Health and Safety Policy

## Document Management

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## **1. Aims**

Swale Academies Trust will, as far as reasonably practicable, provide safe places of work, safe equipment, safe systems of work, information, training and supervision as may be needed to create and maintain a safe and healthy work environment.

The Trust aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to each school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

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

## **2. Roles and responsibilities**

Swale Academies Trust, as the employer, has a duty to:

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

### **2.1. The Board of Directors**

The Board of Directors have ultimate responsibility for Health and Safety matters for each school in the Trust.

The Board of Directors have a duty to ensure that staff and pupils are not exposed to Health and Safety risks. This applies to activities on or off all school sites.

The Board of Directors will:

- Decide and agree policy.
- Ensure they are aware of significant risks faced by the Trust.
- Give strategic guidance.

Ensure that the auditing of Health and Safety takes place and action plans are developed as a result of audit.

### **2.2. Local Governing Body**

Local Governing Bodies need to ensure that schools provide safe and healthy environments for pupils, staff and visitors.

The Local Governing Body will:

- Appoint a Health and Safety Lead from the LGB.
- Monitor and review Health and Safety issues.
- Monitor the Health and Safety Action Plan and ensure compliance.

### **2.3 Headteacher**

The Headteacher is responsible for day-to-day Health and Safety matters. This involves:

- Implementing the Trust Health and Safety policy.

- Ensuring there are enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Ensure that those who have been assigned specific responsibilities in school for Health and Safety have been identified, this has been communicated and adequate training has been provided.
- Reporting to the Local Governing Body on Health and Safety matters.
- Ensuring appropriate evacuation and lockdown procedures are in place and regular drills are held.
- Ensuring that in their absence, Health and Safety responsibilities are delegated the Deputy Headteacher.
- Ensuring all risk assessments are completed and reviewed.

#### **2.4 Health and safety lead**

The nominated Health and Safety lead has responsibilities delegated by the Headteacher.

#### **2.5 Staff**

School staff have a duty to take care of pupils. Staff will:

- Take reasonable care of their own Health and Safety and that of others who may be affected by what they do at work.
- Co-operate with the school and Trust on Health and Safety matters including training.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation and lockdown procedures and feel confident in implementing them.

#### **2.6. Pupils and parents**

Pupils and parents are responsible for following the school's Health and Safety advice and for reporting any Health and Safety incidents to a member of staff.

#### **2.7. Contractors**

Contractors will agree Health and Safety practices with the site lead (premises team) before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

### **3. Risk Assessment**

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific risk assessments have not been carried out.

Risk assessments must be reviewed regularly and staff involved in work relating to the assessment made aware of them.

#### **4. Site security**

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

#### **5. Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

A fire risk assessment of the premises will be reviewed regularly and undertaken by an external contractor every two years or when significant changes have occurred to the fire system and/or building footprint.

- Emergency evacuations must be practised a minimum of three times a year.
- Fire alarm testing will take place every day. This will be logged by the site team.
- Emergency lighting testing will take place weekly. This will be logged by the site team.
- New staff will be trained in fire safety awareness and all staff and pupils will be made aware of any new fire risks.

In the event of a fire schools are to follow their fire evacuation plan.

**The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.**

#### **6. COSHH**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals; Products containing chemicals; Fumes; Dusts; Vapours; Mists; Gases and asphyxiating gases; Germs that cause diseases, such as leptospirosis or legionnaires disease.

Control Of Substances Hazardous to Health (COSHH) risk assessments are completed by the responsible person and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Staff will 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.

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

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

#### **7. First Aid**

An appropriate number of staff in each setting will be first-aid trained with a qualified person on site at all times.

A record of first aiders will be kept in on each site.

First aid boxes will be kept maintained with a supply of first aid materials.

Lists of students and staff with allergies and medical needs will be kept and displayed.

#### **8. Gas safety**

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

Gas pipework, appliances and flues are regularly maintained.

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

## **9. Legionella**

A water risk assessment is completed by the Trust Water Management contractor who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

This risk assessment will be reviewed every two years or when significant changes have occurred to the water system and/or building footprint.

All members of the school site team to undertake Legionella Awareness training.

The risks from legionella are mitigated by the following control measures:

- Regular water temperature checks,
- Disinfection of shower heads,
- Water flushing.

## **10. Asbestos**

Sites staff must be aware of the Trust Asbestos Management Plan.

Sites staff should be briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos (asbestos register) that has been found is held in each school reception. This register is reviewed every 3-5 years or when significant changes have occurred to the building footprint.

All members of the school site team to undertake Asbestos Awareness training.

## **11. Equipment**

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

## **12. Electrical equipment**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the site team immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Annual portable appliance testing (PAT) will be carried out by a competent person.

All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

## **13. PE and Play equipment**

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

Any concerns about the condition of the gym floor or other apparatus will be reported to the site team.

Gym, PE and Play equipment should be checked regularly and have annual inspections from a competent person.

## **14. Display screen equipment**

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

## **15. Specialist equipment**

Lifts and Hoists should be inspected annually by a competent person.

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

## **16. Lone working**

Lone working may include:

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

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 that they are medically fit to work alone.

## **17. Working at height**

Sites staff will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition:

- The site team retain ladders for working at height ensuring that regular equipment inspections are undertaken
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure it is safe to use.
- Access to high levels, such as roofs, is only permitted by trained persons.
- All members of the school site team to undertake Working at Height training.

## **18. Manual handling**

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

Staff undertaking manual handling procedures must first undertake Manual Handling training.

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

## **19. Off-site visits**

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

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.

- For Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate on school trips and visits, as required by the statutory EYFS framework.

## **20. Lettings**

Those who hire any aspect of the school site or any facility will be made aware of the content of the Trust's Health and Safety policy, and will have responsibility for complying with it.

## **21. Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

## **22. Smoking**

Smoking is not permitted anywhere on any Trust school premises.

## **23. Infection prevention and control**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues.

## **24. New and expectant mothers**

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

Appropriate measures will be put in place to control risks identified.

## **25. Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## **26. Accident reporting**

### **26.1 Accident recording**

An accident form (paper or electronic) will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident.

Information about injuries will also be kept in the pupil's educational record.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **26.2 Reporting to the Health and Safety Executive**

The school First Aider will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The school First Aider 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.

### **Schools with Early Years Foundation Stage provision must:**

#### **26.3 Notifying parents**

The Headteacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

#### **26.4 Reporting to Ofsted and child protection agencies**

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

The Headteacher will also notify the Child Protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **27. Radiation**

Science departments may hold a selection of radioactive substances. A Radiation Protection Supervisor must be nominated within the school along with a Radiation Protection Officer (external) who is appointed by CLEAPSS on behalf of the school. The Supervisor and Officer must ensure that the school complies with the Ionising Radiations Regulations and information should be contained in the science department health and safety documentation.

### **28. Swimming Pools**

Schools with swimming pools must have Normal Operating Procedures and Emergency Action Plans in place that all users must be aware of and adhere to. These must be updated annually.

### **29. Training**

All staff should be provided with Health and Safety training as part of their induction process.

Staff who work in high risk environments, such as in site management, science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional Health and Safety training.