

# Salendine Nook High School (Academy)

## Health & Safety Policy (Statutory)

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<b>Produced by:</b>	Mrs V.Wood
<b>Approved by Governing Body:</b>	Finance, Staffing & General Purposes Committee 8.10.20
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## Introduction

Every member of staff **must** be involved in maintaining and improving the Health and Safety of the school.

This Health & Safety Policy should be read in conjunction with the SPIE FM Health & Safety Policy. Copies of these documents are available on the school website.

## Organisation

SPIE Facilities Management is responsible, with the Principal, Director of Finance & Resources and Governors of the school for Health and Safety on the site. SPIE have trained staff who carry out regular audits of the buildings and grounds, produce reports for the school and have responsibility for carrying out remedial work in agreement with the Principal. They will also oversee the Health & Safety or site projects alongside the Director of Finance & Resources. The Director of Finance & Resources will assume responsibility for Health & Safety of new buildings if they are to be treated as excluded assets from the PFI contract. Premises meetings take place every 6 weeks where Health & Safety issues are addressed with SPIE. The Director of Finance & Resources and Principal attend these meetings. Matters relating to Health & Safety are reported to Governors and is a standing item on The Finance & General Purposes Committee. The SPIE Health & Safety Policy is reviewed annually.

## 1. Aims

Our school aims to:

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

## 2. Legislation

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings;
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees;
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health;
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept;
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test;
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register;
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff;
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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

## 3. Roles and responsibilities

### 3.1 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to Principal.

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

The Academy Trust, as the employer, also has a duty to:

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

The governor who oversees health and safety is James Wood.

### 3.2 Principal

The Principal is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy;
- Ensuring there is enough staff to safely supervise pupils;
- Ensuring that the school buildings and premises are safe and regularly inspected;
- Providing adequate training for school staff;
- Reporting to the Governing Body on health and safety matters;
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff;
- Ensuring all risk assessments are completed and reviewed;
- N.b. cleaning contracts are managed through the PPP contract.

In the Principal's absence, the Director of Finance & Resources assumes the above day-to-day health and safety responsibilities.

### 3.3 Health and safety lead

The nominated health and safety lead is the Director of Finance & Resources.

### 3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

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 on health and safety matters;
- Work in accordance with training and instructions;
- 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 procedures and feel confident in implementing them.
- Staff **must** be present for daily duties;
- Staff should supervise corridors and stairways at every available opportunity at change of lessons, including movement in and out of their classrooms and generally in their departmental suites;
- Staff must not carry hot drinks in uncovered mugs/cups;
- Read appropriate pages in the staff handbook which relate to H&S matters, such as out of school visits, fire practices and times of staff duties;
- Read and comply with this policy document.
- **Safety in classrooms:**
  - Pupils should be encouraged to keep bags under tables and not obstructing spaces.
  - There must be no trailing leads on electrical equipment;
  - Discipline must be maintained and Behaviour procedures used;

- Classes should not be left unattended;
- All cupboards, fixed blackboards and display units must be stable;
- Classroom furniture should not be damaged. (Report same day to the Premises Assistant in the Top Office);
- Furniture should be positioned safely;
- Items should not be stored on high shelves and on top of cupboards;
- Doorways and fire exits must be kept clear and fire doors kept unlocked;

### 3.5 Pupils and parents

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

Pupils will be instructed in H&S related matters as part of the Year 7 Science, D&T, and PE programmes. Separate departmental policies are in place for these specific subjects. Also, wherever appropriate, PSHCE schemes will introduce road safety, safety at play, safety in the home and personal hygiene topics. Pupils generally will be instructed in the safe use of electrical equipment, which must always be disconnected at the switch before attempting to correct faults;

When necessary, pupils will be reminded via form tutors or assemblies, of the hazards of certain anti-social behaviour patterns.

### 3.6 Contractors

School contractors will agree health and safety practices with the Director of Finance & Resources before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Please note other contractors for the premises will be managed in accordance with the PPP contract.

## 4. Site security and Safety

Spie, KSSL and Kirklees Council are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

There are designated key holders who will respond to an emergency, as detailed in the School's Emergency Plan.

For safety around vehicles please refer to the Traffic Management Plan.

## 5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Notices of school evacuation procedures **must** be clearly displayed in all occupied rooms at all times. Staff must continually monitor displays and storage to check fire risk is kept to a minimum.

Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

Pupils will be taught the fire and emergency procedures on entry to the school in Year 7.

The fire alarm is a loud continuous bell/buzzer.

Fire alarm testing will take place once a week, but is outside of the normal core hours of the school.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately;
- Fire extinguishers may be used by staff only, and only then if staff are confident they can use them without putting themselves or others at risk;
- Staff and pupils will congregate at the assembly points. Please see School Fire Evacuation Guidance and Plans located in every occupied room;

- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day;
- Procedures are in place for the registration of all staff;
- Staff and pupils will remain outside the building until the Responsible Officer says it is safe to re-enter.

The school has 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.

Detailed fire evacuation procedures and fire safety checklist can be found in the staff handbook, which is available on the staff section of the school website.

## 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 relevant responsible person in that department and circulated to all employees who work with hazardous substances. Please note as a PFI school, the majority of this is managed by the site team through Spie, but there are also some records required specifically for the school re excluded assets such as the Sports Hall. Staff will also be provided with protective equipment, where necessary.

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.

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.

### 6.1 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;
- Please note the bulk of this is managed by Spie as the FM provider under the PFI contract.

### 6.2 Legionella

- Water risk assessments are completed by WCS Group for the Sports Hall and Student Support Centre, which is monitored by the Director of Finance & Resources. Spie are 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 annually and when significant changes have occurred to the water system and/or building footprint;
- The risks from legionella are mitigated by the following example controls/checks that are in place temperature checks, heating of water, disinfection of shower heads, etc.]

### 6.3 Asbestos

- Appropriate staff are 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 that has been found on the school site. This is managed through the PPP contract.

## 7. 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.

### 7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- All equipment should be visually inspected before use;
- Any student 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 Director of Finance & Resources or a member of the Premises/Site Team immediately;
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed;
- Only trained staff members can check plugs;
- Where necessary a portable appliance test (PAT) will be carried out by a competent person;
- All 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.

### 7.2 PE 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 Head of PE.

### 7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work will complete a self-assessed display screen equipment (DSE) assessment. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time;
- All assessments will be returned and reviewed by the Director of Finance & Resources;
- 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)

## 8. Lone working

Lone working may include:

- Late working;
- Home or site visits;
- Weekend working;
- Site cleaning and facilities management 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.

Please refer to the school's Lone Worker Policy.

## 9. Working at height

We 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:

- Ladders are retained in the appropriate area for working at height;
- 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 its safety;
- Access to high levels, such as roofs, is only permitted by trained persons.

## 10. 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.

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

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

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

## 11. Off-site visits

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

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

Please refer to the school's Management of Outdoor Education, Visits and Off-site Activities Policy.

## **12. Lettings**

Please note as a PPP school lettings are managed through the contract by a third party provider. Those who hire any aspect of the school site or any facilities will be made aware of the content of the health and safety policy through this third party provider, and will have responsibility for complying with it.

## **13. 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/Principal immediately. This applies to violence from pupils, visitors or other staff.

## **14. Smoking**

Smoking is not permitted anywhere on the school premises/site.

## **15. Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable. The school will also issue a risk assessment with detailed guidance that will be updated on a regular basis and issued to appropriate stakeholders. Please see separate document.

### **15.1 Handwashing**

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

### **15.2 Coughing and sneezing**

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

### **15.3 Personal protective equipment**

- Face masks or visors to be worn when moving around school
- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example when carrying out first aid)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **15.4 Cleaning of the environment**

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

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

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment



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

## 15.6 Clinical waste

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

## 15.7 Pupils vulnerable to infection

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

## 15.8 Exclusion periods for infectious diseases

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

## 16. 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.

## 17. 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.

## 18. Accident reporting

### 18.1 Accident record book

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

## 18.2 Reporting to the Health and Safety Executive

The Medical Officer 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 Medical Officer 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 scalping requiring hospital treatment;
  - Any loss of consciousness caused by head injury or asphyxia;
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- 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 include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifting equipment;
  - The accidental release of a biological agent likely to cause severe human illness;
  - The accidental release or escape of any substance that may cause a serious injury or damage to health;
  - An electrical short circuit or overload causing a fire or explosion.

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

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

<http://www.hse.gov.uk/riddor/report.htm>

## 18.3 Notifying parents

The Medical Officer 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.

## 18.4 Reporting to Ofsted and child protection agencies

The Principal 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 Principal will also notify the Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 19. Training

Our staff are provided with health and safety training as part of their induction process.

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

## **20. Monitoring**

This policy will be reviewed by the Director of Finance & Resources annually.

At every review, the policy will be approved by the Finance, Staffing & General Purposes Committee.

## **21. Links with other policies**

This health and safety policy links to the following policies:

- First aid
- Supporting pupils with medical conditions
- Accessibility plan
- Lone worker
- Management of outdoor education, Visits and off-site activities
- Traffic Management Plan