

## Health and Safety- Policy and Procedures

### 1. INTRODUCTION AND STATEMENT OF INTENT



This health and safety policy is important for everybody at Nant-y-Cwm School. It sets out our approach, organisation and arrangements for identifying and controlling hazards and risks faced by staff, pupils and other people such as volunteers, visitors, contractors, residents and hirers.

The School has various obligations under the Health and Safety at Work Act 1974, The Children’s Act 1989 and other associated laws. These include taking all reasonable steps to ensure the health, safety and welfare of all staff (teaching, support and temporary). We also have a duty to ensure those pupils, volunteers, visitors, contractors and others are not put at risk by our activities or the condition of our buildings, site and equipment.

Health and safety laws and associated School rules all have the same purpose - to minimise the likelihood and severity of injury, ill-health and damage which can arise from incidents and conditions within or connected with our School. Injury and ill-health can cause pain, distress, inconvenience, disruption of education and lowering of morale and reputation of the School, as well as consume valuable time and money.

The School is committed to the principle that “prevention is better than cure”.

As well as meeting our obligations to provide a safe and healthy teaching environment for pupils while in school or during educational activities, we have the opportunity to set a good example to the children who attend our school. By doing so, we will provide them with valuable lifelong knowledge and attitudes which will benefit them and others, both now and in the future, whether at home, at work or during leisure activities.

Signatures -

.....

School Management Team

(Date) .....

.....

Trustee,  
on behalf of School Governance Team

(Date) .....

The Health and Safety Team and Support Team Managers will review this Policy at regular intervals, at least once a year, and extend or modify it as necessary.

Date of document: January 2013

Reviewed: June 2016 December 2017 by Health and Safety Coordinator, SMT and SGT.

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Date to be reviewed: December 2018

At the end of this document is an appendix with details of persons who hold the various positions, and perform the functions, which are detailed in this document. The appendix will be updated and re-issued at appropriate intervals to reflect changes in those details. Some sets of legal regulations are also named within the document. As they are prone to amendment, the titles and dates of any revised legislation are also included in the appendix.

Accidents do not just happen, they occur either because of one or more unsafe physical conditions or incorrect behaviours, or a combination of these.

The control of safety hazards is an essential part of effective risk management. The same applies to the control of health hazards.

## 2. RESPONSIBILITIES

Everybody within School has responsibility for health and safety.

### 2.1. Responsibilities of the School Governance Team (SGT)

The SGT (Board of Trustees) has overall responsibility for health and safety within the School. However, responsibility for dealing with health and safety issues on a day to day basis is delegated to The Collegiate, thence to the **School Management Team (SMT) and the Administrator who has the role of School Health and Safety Co-ordinator**. This responsibility is shared with all teachers and employees and any others whose role includes supervising other staff, pupils and school activities (\* see appendix).

**Although the Trustees have a legal obligation to ensure safe systems of work for employees are devised and provided, it will help the Health and Safety Team (HST) to help you if you can suggest any practical ways to make your work safer.**

### 2.2. Responsibilities of the School Management Team (SMT)

- Ensure this document is brought to the attention of all staff.
- Ensure health and safety procedures, including those for first aid, emergency responses, risk assessments and safety information concerning the School are documented and disseminated appropriately.
- Ensure that any complaint of violence to any employee is investigated.
- Ensure that any concerns about child abuse are referred to the Child Protection Officer and appropriate action taken.
- Ensure that procedures governing the use of School premises are agreed, and that these procedures are followed, if necessary in co-ordination with the Administrator.
- Ensure the Administrator and members of the Health and Safety Team have basic training in safety management and risk assessment techniques.

### 2.3. Responsibilities of the Health and Safety Team (HST)

- Review health and safety procedures regularly (at present annually) and draft amendments for the approval of SMT and SGT.

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- Agree, and sign-off, all risk assessments and arrange for their annual review by the originator.
- Recommend, to SMT, necessary changes and improvements in welfare facilities and health and safety procedures.
- Ensure that accident/incident investigations are carried out.

### 2.4. Responsibilities of the Administrator

- To act as Health and Safety Coordinator, Fire Coordinator and First Aid Coordinator.
- Coordinate the implementation of the approved safety procedures within the School. In order to achieve this, they shall check that employees and volunteer helpers are aware of this document and are kept updated of changes to it.
- In conjunction with the Health and Safety Team, to be the focal point, for day to day references on health and safety issues and give (or indicate sources of) advice.
- Maintain contact with relevant outside agencies.
- Ensure that:
  - This Health and Safety Policy is readily available in the Staff Room and School Office in the main School building, and on the notice board in Kindergarten.
  - -General Health and Safety Induction sheets are handed out as appropriate.
  - All fire equipment is regularly inspected and maintained.
  - The Fire and Rescue Service periodically inspects School buildings.
  - Someone is appointed to regularly check fire alarms and integrity of firefighting equipment, to hold fire drills, and record findings.
  - Trained First Aiders to be in the School during school hours.
  - Provide Accident/Incident report forms, and copy details from completed forms into the Accident Book.
  - An inventory of all electrical equipment is made and maintained, and that annual inspections are completed by a competent person.
  - A list of risk assessments is maintained in the School office.
  - A "COSHH" file is maintained in the School Office.
  - Keep the SMT fully informed of safety procedures, any problems in implementing safety procedures, and, along with SGT, any major incidents or accidents.
  - There is communication with all out-of-hours users of the School building, or Kindergarten, concerning arrangements for car parking, security, fire emergency information, and availability of first aid equipment. This communication will take place either directly or via an appropriate representative, or an appropriate member of the teaching staff or School support teams.

### 2.5. Responsibilities of Teachers

If you are a teacher, you:

- a. Are responsible for the health and safety of employees under your control and for pupils, visitors and others within the areas and/or activities under your control.
- b. Should meet these responsibilities by routine visual checks and discussions to enable you to identify and assess potential and actual health and safety problems. After this, you should ensure that suitable precautions are provided, understood and followed.

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As explained in more detail later in this policy, this role encompasses carrying out, recording and acting upon risk assessments.

- c. Should investigate, or arrange for the investigation and reporting of, accidents and “near miss” events concerning areas, employees, pupils and others for whom you are responsible. Where appropriate, you should identify, record and instigate measures, which should be taken to avoid, or minimise the chance of, similar incidents in future. All relevant risk assessments should be updated.
- d. Should consult the Health and Safety Team- if you require more information or advice or are unable to resolve problems using your own resources.
- e. Should consider whether the introduction of new systems of work (including practical lessons), machines, substances or the significant alteration of existing arrangements will create new health and safety problems.

Teachers have traditionally carried the responsibility for the safety of pupils in classrooms, workshops and during official excursions when they are in their charge.

***If for any reason e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, the teacher considers s/he cannot accept this responsibility, s/he should discuss this matter with the HST or SMT before allowing practical work or excursions to take place.***

In general teachers are expected to:

1. Exercise effective supervision of the pupils and to know emergency procedures in respect of accidents and fire, and to carry them out;
2. Know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
3. Give clear instructions and warnings as often as necessary and ensure, as far as practicable, they are followed;
4. Ensure that pupils are educated in an age-appropriate manner in their responsibilities in relation to personal, and group, health, safety and welfare;
5. Follow safe working procedures personally;
6. Ensure protective clothing, guards, special safe working procedures, etc are provided where necessary;
7. Make recommendations to the HST (e.g. on safety equipment and on additions or improvements to plant, tools, equipment, or machinery which are considered dangerous or potentially so); and
8. Check emergency exits are clear and the corridors not blocked at the start of the day in the areas where they are teaching.

### 2.6. Responsibilities of employees

All members of staff, including all teachers in their personal capacity, have responsibilities, which are imposed by law. Therefore, if the School employs you in any way, you should:

- a. Take reasonable care for your own health and safety while at School or during school activities. You also have a duty to take reasonable care for the health and safety of other persons such as colleagues and pupils who may be affected by how you work or behave;

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- b. Co-operate with the School as far as is necessary to enable the School to comply with its legal obligations regarding managing health and safety;
- c. Tell your Team chair and a member of HST or SMT of any known or suspected unsafe equipment, substances, system of work or other situation, including those of contractors, of which you become aware;
- d. Tell your Team chair and a member of HST or SMT about any injury, known or suspected ill health, or violence, which arises through your work for the School. You should also report any “near-miss” events, which could have caused injury or damage to property but fortunately did not do so (see section 3.5);
- e. Not deliberately or recklessly interfere with or misuse anything provided for the purposes of health, safety and welfare.

### 2.7. Other positions of Special Responsibility

#### 2.7.1 Fire Officer is expected to:

1. Hold fire drills, record performance and take action if evacuation time exceeds two and a half minutes;
2. Check the integrity of fire extinguishers every month and record results;
3. Check that the fire alarms are working once a week and record the results.

#### 2.7.2 First Aiders shall:

1. Every month check supplies of all First Aid equipment and keep First Aid Boxes stocked and in good order, including protective gloves;
2. Assist teachers in the preparation of First Aid Boxes to be taken on camps and class outings;
3. Keep a record of all accidents and illnesses in a file in the School office.

#### 2.7.3 First Aiders shall, in the event of an incident:

1. Provide appropriate First Aid. NB First Aiders are not allowed to administer drugs (paracetamol, painkillers etc.);
2. Wear disposable gloves and glasses if appropriate when attending to any injury involving blood;
3. Allow those feeling unwell to lie down in a quiet area, if appropriate. If a pupil or employee has a high temperature, prolonged headache, vomiting or such illness, then the pupil’s parent or guardian must be contacted to collect the child, and an employee should be sent, or taken, home;
4. In the event of serious accident or illness or where further medical advice or treatment is needed, e.g. if a visit to hospital is required, fill in an Accident/Incident form. A copy of the form should go with the patient if taken to hospital along with any relevant information that will assist the hospital. If hospital treatment is given it must be reported under the RIDDOR Regulations.

#### 2.7.4. School Secretary shall:

1. Inform outside contractors, when they report to the School, of relevant Health and Safety procedures and ask them to sign a form that they have completed their own risk assessments;

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2. Inform visitors of our car parking arrangements, when appropriate sending or giving a map indicating the route to School and where parking is available;
3. Together with the School Administrator, assist with the effective implementation of the School Health and Safety Policy in the School offices, in particular taking appropriate action if any equipment appears to be in an unsafe condition.

### **2.7.5. Child Protection Officer shall:**

1. Be trained in current child protection procedures;
2. Be a point of contact for any employee and any parent who has a concern about a child protection issue;
3. Inform the appropriate authorities in the case of any incident;
4. Keep a Child Safeguarding file up to date with current procedures and advice; and
5. Ensure all employees have been trained in accordance with regulations.

### **2.7.6. Responsibilities of pupils, parents and volunteers**

As a parent or volunteer you must take reasonable care for your own health and safety and that of other people who may be affected by how you behave while at School or during school activities. This includes following safety rules and information given to you and wearing appropriate protective equipment and clothing, and using safety devices whenever you are advised to do so. Failure to do so could result in harm to you and the risk of disciplinary action by the School. If you are injured while at School or during a school activity, or spot any defect or damage to equipment or school property, you must tell a member of staff, Administrator or a member of HST.

Pupils are expected to follow instructions and abide by any warnings from School staff.

If you have doubts or queries about your health and safety at School do ask a relevant member of staff. If you have any suggestions to make about matters of health, safety or pupil facilities at School do raise them with your class teacher, administrator or a member of HST.

Thus, pupils, parents and volunteers are expected to:

1. Exercise personal responsibility for the safety of self and others;
2. Observe standards of dress consistent with safety and/or hygiene;
3. Observe all the safety rules of the School and in particular the instructions of teaching staff given in an emergency;
4. Use things provided for your/their safety and do not wilfully misuse, neglect, or interfere with items provided by the School to manage Health and Safety.
- 4.5. Ensure their child's safety by following the School's health and safety rules when on the School property.

**Please see the policy: "General Health and Safety Information at Nant-y-Cwm School Induction for new staff, volunteers and visitors".**

## **3. COMMON HEALTH AND SAFETY MATTERS**

Different activities pose different types of hazards. Guidance about health and safety arrangements for lessons or activities is contained in risk assessments written by the person

planning the lesson or activity, and made available to all relevant staff. The following matters are common to most or all parts of our School.

### **3.1. FIRE PRECAUTIONS**

Although instances of fire within schools during the school day are relatively rare, fire can pose a serious potential hazard when it does occur. The main danger posed by fire is smoke because it obscures vision, is toxic and can induce panic. Although the main aim of fire precautions is to protect human life, they have the additional purpose of avoiding or minimising disruption to the education process, which can arise through loss of, or damage to school buildings and contents.

Preventative measures against fire are vitally important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end all internal parts of the school buildings are designated as “no smoking” areas at all times.

As preventative measures can never be foolproof, reactive measures are also important and include:

- a. Physical measures, which include fire doors, smoke detectors, alarm systems and firefighting equipment. These will be provided, tested and maintained where necessary.
- b. Organisational measures, which include regular fire evacuation practices and the use of, firefighting equipment. Detailed information about fire evacuation procedures is provided as a separate sheet to regular, temporary and voluntary members of staff. Details about fire evacuation routes will be displayed in teaching rooms and other rooms where staff regularly work. You should familiarise yourself with such details of the rooms you use.

Records will be kept of any tests and examinations of alarm systems and firefighting equipment. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems which have occurred.

Residential accommodation - People are usually most at risk from fire when they are asleep! Therefore, if you are booking accommodation for School groups, e.g. for field study courses or outdoor activities, you must enquire beforehand and satisfy yourself about the adequacy of the fire precautions provided. This should be included in the risk assessment. Seek further advice if you are in doubt or require a second opinion. If the fire precautions are inadequate you should inform the provider and, depending on the circumstances, the fire prevention department of the local fire brigade in order to protect other potential users. If fire precautions become inadequate while your School party is staying in the accommodation, you should tell the provider and require remedial action. If suitable remedial action is not taken, you need to decide whether it is necessary to stop using the accommodation and move elsewhere or even return home.

### **3.2. ELECTRICITY**

Electricity has the potential to kill. Therefore, all electrical appliances which operate at over 50 volts must be maintained in a safe condition and used only for their intended purpose. To achieve this, the Administrator will keep an inventory of all appliances and arrange for them to be tested annually by a competent person (usually a qualified electrician). As such tests

comprise the electrical equivalent of a vehicular MOT test, users of appliances should be vigilant for defects such as damaged plugs and flexes. If you know or suspect any appliance to be defective, you should take prompt action to take the appliance out of use and store it securely until it has been repaired or disposed of.

### **3.3. FIRST AID**

The School provides and maintains suitable first aid equipment. First Aid boxes are kept in the main School Office and in Kindergarten. The names of the first aiders are included in the appendix. Members of staff who organise any activities, including sports and field trips, which take pupils away from School premises must consider and provide an appropriate level of first aid equipment and first aiders or others with basic First Aid knowledge. Details should be recorded on the risk assessment. Detailed advice can be found in the DfEE booklet "Guidance on first aid for schools" a copy of which is held in the School office for reference. (Copies can be obtained free of charge from the DfEE Publications Centre on tel. 0845 602 2260.)

### **3.4. ACCIDENTS, DANGEROUS OCCURRENCES AND ILL-HEALTH**

An "accident" is any event in which a member of staff, pupil or any other person such as a visitor suffers any injury through any cause while on School premises or during school activities. The first priority after any injury is for the injured person to receive prompt first aid assessment and treatment and/or medical attention as appropriate. Teachers and employees with responsibility for pupils or specific parts of the School should;

- a. Investigate accidents without delay to establish their cause;
- b. Suggest any measures, which could be taken to prevent similar accidents in future; and
- c. Ensure that details of the accident are recorded. (All reports are to be handed to the Administrator by the member of staff making the report). All accidents should be reported as soon as possible.

A "dangerous occurrence" or "near miss" incident is one which had the potential to cause injury, but fortunately did not do so, although damage to equipment or property may have occurred. Nevertheless, "near misses" should be investigated and reported as appropriate so that any preventative action can be identified and taken. Failure to do this could allow the circumstances to be repeated, but with significant consequences including injury and/or serious damage.

If any member of staff is diagnosed as suffering from any medical condition which is either suspected or known to have been caused by or through any aspect of his or her work, they should tell their Team chair and/or the Administrator.

### **3.5. INCIDENT REPORTING**

As required by the "RIDDOR" Regulations, some types of injury accidents and incidents need to be reported to the Government Health and Safety Executive (HSE).

Accident/Incident forms are available from the main School Office.

Serious accidents and incidents at School or involving school activities should be notified directly or by telephone to any member of STM and HST. SGT will also be informed following serious incidents. After completion, all reports concerning accidents, dangerous occurrences, ill-health, violence and fire evacuations should be promptly sent to the Administrator who will arrange for appropriate action to be taken about them. The Administrator will copy details to the Accident Book and provide termly reports to SGT.

### **3.6. RISK ASSESSMENT**

Along with other employers the School is obliged by law to apply the risk assessment process to all of its activities and situations, record any significant findings and then to take action where appropriate. For activities and situations which are identified as posing significant risk to staff, pupils and/or others, the School has to ensure that appropriate precautions are provided and followed in order to avoid, or minimise, the likelihood and severity of harm occurring. All risks shall be managed to be as low as reasonably practical.

If your work involves, or may involve, activities or situations which could pose significant risk, you and/or your colleagues must complete a risk assessment. The risk assessment should be done in advance of any planned activity and given to the Health and Safety Team to be agreed and signed off. By law, records of risk assessments are kept and you should be shown copies of, or have ready access to, ones which are relevant to you. Risk assessments should be reviewed at regular intervals, usually once a year, or whenever activities or situations which have been risk assessed undergo significant change and could render the existing assessments invalid. The HST will prompt annual reviews by the originator.

The Administrator will keep records of all risk assessment. This will include risk assessments for specialist lessons (including eurhythmy, art and sports etc.) and trips outside School. If you think that any aspect of your work involves significant risk and does not appear to have been subject to risk assessment, you must ask your Team chair or the Administrator. The same applies if you have any queries, comments or suggestions about any existing risk assessments or think that an assessment is no longer valid because, for example, circumstances or arrangements have changed.

You can be provided with pragmatic assistance to compile risk assessments.

### **3.7. HAZARDOUS SUBSTANCES**

The Control of Substances Hazardous to Health Regulations, often known as the "COSHH" Regulations, require the School to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as sewage and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without undue risk to anyone's health. The School will do this by:

- a. Identifying hazardous substances, assessing the nature of their hazards and the associated risk (the actual likelihood of an incident occurring, and the severity of harm if it does happen);
  - b. Providing suitable precautions to protect persons against the hazards, including appropriate storage;
- Hold a COSHH file for all the substances that pose a risk to health for staff to refer to.

### **3.8. PROTECTIVE EQUIPMENT AND CLOTHING**

The School will provide suitable protective clothing and equipment for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. These measures should be detailed in the relevant risk assessment. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work, which requires it.

### 3.9. VISUAL DISPLAY UNITS/DISPLAY SCREEN EQUIPMENT

Under the Health and Safety (Display Screen Equipment) Regulations the School has obligations to all employees who regularly use visual display units (VDUs). This includes assessing each VDU and its associated equipment and furniture (the display screen equipment [DSE] workstation) to ensure that they meet the standards specified by the Regulations. These include matters such as control over screen glare and reflection and adjustability of seating in order to avoid postural and other health problems which can be caused by DSE work. The School will aim as far as practicable to provide employees who use DSE with facilities of a standard which match those specified by the Regulations in the interests of education and good practice. These include **providing staff who are defined as “DSE users” with a free eye test (if requested) and the cost of spectacles prescribed by an optometrist specifically for their DSE work.**

### 3.10. MANUAL HANDLING AND POSTURAL PROBLEMS

If your work includes tasks which regularly, or occasionally, require you to move, lift or carry persons or awkward shaped or heavy objects, you could be vulnerable to back injury and other musculoskeletal problems. A single person must not lift loads exceeding 20kg. Such problems can result in considerable pain and discomfort and are difficult to cure. They can be very costly in various ways as well as impairing the education services provided by the School. Therefore, in order to avoid such problems, you should discuss such tasks with the HST as part of a manual handling risk assessment and then ensure that appropriate precautions are taken either to eliminate such tasks or effectively control the risk. Examples include reducing heavy loads into smaller manageable loads, using mechanical devices such as trolleys or having more than one person lift or carry a heavy load. If no assessments have been made for tasks which you think may put you at risk, please compile a risk assessment.

Back ache and related problems can also occur through work which involves incorrect posture, inadequate seating or prolonged work sat in front of a computer, commonly known as a Visual Display Unit (VDU). If you think you are suffering problems through any of these causes, do ask the HST to provide you with a DSE workstation self-assessment form for your VDU “workstation”. Section 3.9 above contains more details about VDUs).

### 3.11. MINIBUSES AND OTHER VEHICLES

The use of minibuses for conveying pupils and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the School will minimise them as far as possible by the use of a reputable bus company.

Particular care is required at the start and end of the School day when parent vehicles are loading and offloading. Parents are expected to use either of the two car parks.

### 3.12. OFF-SITE ACTIVITIES

The School has reasonable control over the nature and condition of its buildings and grounds, and staff and pupils are acquainted with the buildings and grounds. By contrast, off-site activities, especially outdoor activities, can pose potentially greater risks for pupils and staff partly because the environments are less familiar and cannot be readily controlled by the School. Outdoor environments are changeable and can be potentially very hostile. Also, by their nature, some outdoor activities can pose a greater element of risk than normal activities within School. Therefore, the need to assess and manage risk for off-site activities is very important. **All off-site activities require a risk assessment before the trip and safety**

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**measures put in place to minimise any risks.** The risk assessment must be done by the teacher planning the trip, with guidance, if needed, from the Health and Safety Team. Risk assessments from the establishment that is being visited must also be sought before the trip. For outdoor activities, risk management is a continuous process, which requires leaders to remain alert and ready to modify or even abandon activities in response to adverse conditions. (One way of avoiding such risks is not to have any off-site activities! However, this would also deprive pupils of the valuable educational and personal benefits, which tend to accompany such activities. What is needed is a sensible balance between being over-cautious and not providing enough precautions. It should also be recognised that, as with life in general, things can go wrong even when adequate precautions are provided and followed.) However, if precautions have been adequate, then no criticism can be placed on staff or the School. Detailed advice can be found in the LEA's Guidelines for "Educational Visits and Journeys".

### **3.13. HIRERS AND OTHER USERS OF SCHOOL FACILITIES**

Some schoolrooms and facilities at School are used or hired on a regular or occasional basis by the School community. Pre-use/hire liaison between the School management and occasional user/hirer and regular liaison for long term hirers/users is essential to ensure that hirers/users will not put School staff and pupils at risk and vice-versa. Where the hirer/user's activities may pose a foreseeable risk to participants, the hire/use agreement should make it clear that the hirer/user and not the School is responsible for ensuring that the activities are properly supervised by suitably competent (qualified and experienced) persons. The School can also require users and hirers to provide copies of their records of risk assessments. Where doubt exists about such matters, the School may seek further advice from Health and Safety Advisers, and if necessary has the power to refuse or terminate a hire/use agreement.

### **3.14. CONTRACTORS**

Contract work can create temporary hazards in areas where hazards are not normally present. Thus contractors can pose a risk for School staff and pupils, and also be at risk themselves from staff and students. Therefore, before any contract work begins, the proposed work, including time/s, location/s and precautions involved must be considered and approved beforehand by the HST. Although the School aims to inform you beforehand of significant contract activities, there will be occasions when transient work, e.g.- a repair to a broken window, cannot be notified and may briefly cause some noise and distraction. Except when working within a segregated site within the School perimeter, all contract staff will be required to visibly carry some form of identity issued by the School. Except in an emergency the nature of some types of work is such that they will only be carried out during vacations or outside normal school hours.

The School shall notify any contractors of any site hazards of which they may be unaware (i.e. buried services) and ensure that they have done their own risk assessment and sign a document to state this. All visitors should sign in and out of the School's visitors' book.

## **4. VIOLENCE**

"Violence" as defined by the HSE comprises any incident in which a person is verbally abused, threatened or physically assaulted in circumstances relating to their work. The School is committed to protecting staff from violence, as far as possible, whether committed by pupils,

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parents or anyone else. If you think any aspects of your work could put you at risk from violence, do discuss it with your Team chair or the HST so that ways of avoiding or minimising the risk can be identified and put into practice.

If you have been subjected to violence, you should complete the accident/incident form and inform the SMT. The circumstances will be treated confidentially and support measures will be provided, if required, to assist you in recovering from an incident. If you have been subjected to violence, neither you nor anyone else should consider that you have been inadequate or failed in your work. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors. The School has access to a copy of the useful HSE/HSC booklet "Violence in the Education Sector" (2nd edition 1997) which is kept in the School office and is available for reference. (Copies of this booklet are available from HSE Books, telephone 01787 881165 priced £6.95)

### 5. BUILDINGS ACCESS CONTROL

Both the Kindergarten and Main School buildings have keypad locks on their main entrances and these are activated during the working day. Emergency exits in both buildings are operated by panic bolts and remain closed during the working day thus minimising unauthorised entry.

When occupied, the Hall are not routinely locked from the inside. This is currently not deemed to be a personnel security issue.

### 6. DRUGS AND ALCOHOL

The teachers and staff are aware of the health and dependency implication of the consumption of alcohol and/or drugs, whether "leisure drugs", "legal highs" or the misuse of prescription medications. Teachers seek to educate the pupils in an age appropriate way, and, in conjunction with the parents, will seek to promote healthy alternatives to the use of alcohol and other drugs.

The teachers and staff support an education and disciplinary approach to the issues of alcohol. The School will ensure that new teachers and staff are fully aware of the School's policy and procedures related to alcohol, tobacco and other drugs.

### 7. ENFORCEMENT OF HEALTH AND SAFETY LAWS AND RULES

Inspectors of the Health and Safety Executive (HSE) are authorised by law to inspect any part of the School, its activities or those of contractors, to check that health and safety laws are being obeyed. They have numerous powers, which include stopping any dangerous activity, requiring an unsatisfactory situation to be rectified or improved within a certain time, and to carry out investigations of accidents and other circumstances. They can also take the School, or any individual manager, to court for prosecution for contravening health and safety law. They can also prosecute any member of staff who recklessly or wilfully ignores health and safety law.

Any member of staff who recklessly or wilfully fails to follow the law or School rules concerning health and safety is liable to disciplinary action by the School.

**8. SOURCES OF ADVICE AND INFORMATION**

Information about health and safety matters is available in various forms from different sources. These include publications by the HSE, ROSPA, CLEAPSS, DfEE, relevant trade unions and other bodies. Except for specialist departmental literature, publications and guidance are kept in the School's office and may be consulted at any reasonable time by any member of staff.

**9. MONITORING OF HEALTH AND SAFETY AND THIS POLICY**

The School Administrator will monitor the adequacy and content of completed report forms and also arranges for accident statistics to be compiled for, and reviewed by, SMT and SGT. Among other things this should enable the School to identify significant causes of injury, to note any trends and consider whether any changes to existing health and safety precautions are required.

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## POSTHOLDERS

### School Governance Team (SGT, or Trustees) (as at January 2018)

Debbie Thompson  
Pete Jewell  
Paul Garnault  
Lindsay Heydon

### School Management Team (SMT)

Interim SMT  
Niki Hurst  
Victoria Robinson

### Health and Safety Team (HST)

Victoria Robinson  
Vanessa Shipman  
Lucy Infray

### Key Positions are held as follows:

- Administrator/Health and Safety Coordinator/Fire Officer/ First Aider—: Victoria Robinson
- School Secretary: Victoria Robinson
- First Aid~~ers~~-Officer: Victoria Robinson & Tom Blackwell
- Child Protection Officer: Janet Brackenbury, Debbie Thompson (SGT rep)-

## REFERENCE MATERIAL

Health and Safety at Work etc. Act 1974  
The Management of Health and Safety at Work Regulations 1999  
Health and Safety (Display Screen Equipment) Regulations 1992  
Control of Substances Hazardous to Health Regulations 2002  
Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (“RIDDOR”)  
Children’s Act 1989  
Risk Assessment Procedures  
Emergency Procedures  
First Aid Procedure  
DfEE “Guidance on First Aid for Schools”  
Accident/Incident Procedures  
“Violence in the Education Sector”

## Health and Safety- Policy and Procedures

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Alcohol and Drugs Policy

Guidance for Eurythmy/Art/Sport

Hire Agreement

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