

# **The Grange School**

## **Health & Safety Policy**

**January 2018**  
**To review January 2019**

## STATEMENT OF POLICY INTENT

We recognise our duty and responsibility to comply with all relevant health and safety legislation. We will ensure the health, safety and welfare at work of all our, pupils, staff, governors, parents and others who may be affected by our actions.

The governing body therefore are committed to establishing and implementing arrangements which will ensure that staff and visitors will be safeguarded when on the premises or engaged on offsite activities (e.g. visits to other areas), and that the premises for which they are responsible is safe for visitors including young persons.

It is understood that good health and safety management encourages safe practices and improves morale.

The senior manager will ensure all staff are aware of their responsibilities towards health and safety by ensuring that training and good communications throughout the organisational structure are maintained.

### Responsibilities:

The overall responsibility for health and safety lays with the Governing Body as the employer. The governing body in partnership with the Headteacher will ensure that pupils, staff, governors and other visitors (including contractors) adopt safe working practices and conduct themselves in such a way that they will not injure themselves or others; with contractors working within the remit of their own risk-assessment policy.

The Governing Body and Headteacher will comply with any direction given to them by external bodies concerning health and safety of persons on the school premises or when taking part in any external school activities.

The Governing Body, as employer, has a duty to:

1. Introduce a health and safety policy and advise employees of it,
  - Appoint staff to carry out health and safety duties as delegated by the policy
  - Plan for implementing the policy,
  - Plan for monitoring performance against the policy
  - Plan to review the school's health and safety performance
2. Ensure, as far as reasonably practicable, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to school, and volunteers involved in any school activity;
3. Assess the risks of all activities, both in school and off-site, introduce measure to manage those risks, and tell employees about the measures;
4. Ensure that staff are trained in their health and safety responsibilities; and,

5. Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk

The governing body retains the ultimate responsibility no matter who carries out the tasks. It is therefore important that all employees are aware of this policy.

The Headteacher, who has delegated responsibility for the day-to-day management of the school by the governing body, has a particular role in seeing that the policy and the procedures contained within it are carried out.

Employees have a responsibility to make sure that they carry out their duties safely without risk to themselves, pupils or visitors. Employees must also co-operate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices.

**Accident Reporting and Recording**

- Accidents, injuries, near misses, reportable disease or work related illness must be recorded and where required reported to the LA H&S department by the schools appointed person (Alwyn Adams)
- All employee accidents will be recorded
- Non- employee accidents will be reported and recorded
- Any accidents arising out of or in connection with work, which means all employee, certain student and visitor accidents, must be reported
- Accident and incident records will be retained in the main office

**APPENDIX B****Alcohol, Drugs and Smoking**

- The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be immediately reported to the Head Teacher who will take the appropriate action.
- Smoking within the school site is prohibited and signs are posted at entrances.

**Violence and Aggression**

- Violence and harassment in both physical and verbal forms will not be tolerated within the school.
- Employees shall report all incidents of this type to their line manager. Appropriate action will in the first instance be taken by the school.
- Disciplinary action will be taken against employees being the source of such behaviour.
- Action against non-employees who are the source of violent, harassing or threatening behaviour may be by prohibiting them entry to the school. The Local Authority may be requested to provide advice on the best course of action.
- The person responsible for ensuring the process of recording and follow up action is the Headteacher and nominated appointed persons

### Bomb Alerts

- The school will take appropriate evacuation action on receipt of information regarding a bomb on the site.
- The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.
- All staff, pupils and visitors to the school will assemble at a designated assembly point, away from the school; on Northampton College field.
- No attempt will be made by the school staff to handle potentially hazardous devices or objects.

## APPENDIX D

### Control of Substances Hazardous to Health (COSHH)

- Any hazardous substances on the school site must be managed safely and to do this all of them will be identified.
- Substances which are hazardous will be assessed for risk to employees and those who may be affected by them.
- Assessed hazardous substances will be stored safely in appropriate storage areas
- Full COSHH register is stored in the Main Office

### Asbestos and Legionella

- A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed. An asbestos register is available for contractors and is located in the Main Office.
- Higher risk of bacterial growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing. This work is carried out by specialist contractors.

### Display Screen Equipment (DSE)

- All DSE equipment and workstations will be assessed for suitability for individual employee use and such use is risk assessed.
- Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.

### Educational Visits

- The school recognises that educational visits, away from the safety of the school site, expose school employees, pupils and non-employee volunteers to potentially unknown risk.
- For all educational visits a competent Group Leader is appointed by the Headteacher. The Group Leader will ensure all arrangements are made.
- A person appointed as the Educational Visit Coordinator (EVC), who has received training for this role, will oversee the arrangements and advice of documentation required for the particular type of visit. The school also employs the services of a company who check and confirm all risk assessments and practices implemented for each visit.
- An electronic system is used to compile and store risk assessments, but a hard copy of all information packs are stored in the Wellbeing Office.
- Injuries occurring during an off-site visit must be handled as those at school. Information about injuries must be relayed back to the school as soon as possible so that the Local Authority requirements for accident reporting are met within specified timescales.

## Fire Safety

- All employees are trained in Fire procedures firstly as part of the health and safety induction process and then through periodic fire drills.
- A fire officer has been appointed to manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance.
- Fire marshals, which will have had training in this role, have been appointed to assist the fire officer during drills and actual fire events. The role of the fire marshal is to ensure that the site buildings are clear of persons who may have been inadvertently left behind.
- Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested by the fire officer, or his representative. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the 'Fire Record' book.
- The fire alarms are tested regularly.
- Emergency lighting systems will be tested regularly.
- Smoke detectors are tested regularly.
- Firefighting equipment will be visually inspected monthly and maintenance carried out yearly.
- Fire risk assessments are carried out and reviewed annually. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented. All records are kept in the main office.

## Arson

- Regular external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the Site Supervisor.
- All dustbins, benches and other movable items will be made immovable and not positioned against main school walls.
- Build-up of rubbish including leaves etc. will be regularly removed to prevent use as fuel.
- Trespassers will be dissuaded from visiting the site by appropriate signage, outside illumination and a security alarm system.



### First Aid/Illness

- First Aid boxes are stocked as per HSE guidance and are located in main office area and high risk areas
- Contents are checked and maintained by an appointed person
- First aid instructions and named First Aiders are posted in the Medical Room.
- Defibrillators are located in the Medical Room and the Library. Staff training is in place and is regularly updated. Relevant certification is displayed in the Medical Room.

### First Aiders

- Responsibilities of the trained First Aider are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements.
- All accidents are reported to an appointed person
- Recording of all first aid treatments shall be maintained
- Parents will be informed of any injury or illness to their child by their teacher or appointed person, in the most appropriate way

## General Practices Applying To All Staff

### Visitors

- Whilst children or Young persons are on site visitors shall be accompanied by a member of school staff unless they have been given an H&S induction, hold a DBS and the visitor has been authorised by the headteacher to be on site unaccompanied.
- Arrangements for the signing in and out of all visitors and contractors are used at this school.

### Contractors

- The headteacher will appoint a person to liaise and manage contractors. This person will ensure contractors are aware of current known hazards on the site such as locations of asbestos.
- Only contractors who have been approved by the Governing Body or Property Services Contractor advice, or be able to demonstrate competence will be deemed suitable to work within the school environment.

- Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to school employees, pupils and others and detail the controls that will be adopted to protect them.
- Contractors are not permitted to lone work and will be supervised by a staff member during school hours unless a DBS is held.

## APPENDIX J

### Housekeeping

- The buildings will be cleaned by an employed cleaner at least once per week, though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.
- The disposal of small amounts of waste can be treated as ordinary household waste ie placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.

### Stacking and Storage

- Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors.
- Stairs, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards).

### Main reception area

- All staff are requested to be vigilant in regards to identifying any potential hazards in this area as visitors are not so familiar with the surroundings.

**Lifting and Handling**

- Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore any operation where lifting or handling is involved should be avoided where possible.
- Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people. These are kept in the main office.

**APPENDIX L****Lone Working**

- It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary then staff must either ensure there is another person in the building with them or they must use the guidelines within the 'Lone Working' policy.

**APPENDIX M****New and Expectant Mothers (NEM)**

- The school recognise the fact that new and expectant mothers (NEMs) are at an increased risk of a) injury to themselves and their unborn child b) injury to others who may be affected by their actions.
- To ensure the safety of the NEM the management of potential risks required. This is done by a risk assessment carried out by a competent person and the implementation of controls to eliminate or reduce risk.
- The NEM will be allowed to take as appropriate rest breaks and a safe place to rest.

**APPENDIX N****Premises and Equipment**

- The Safeguarding Manager will periodically arrange for a visual inspection of the premises and equipment. Risk Assessments will have been carried out for premises and these may be reviewed during the visual inspection. Where immediate action is required to prevent injury the Headteacher will ensure arrangements are made to address the hazard.

**Electrical Plant and Equipment**

- The Site Supervisor arranges for all portable electrical equipment to be checked on an annual basis and a record is kept in the main office.
- All staff are required to report any damaged electrical equipment or wiring - including portable equipment and permanent wiring.
- They must, under no circumstances, attempt any repairs.. Personal mains-powered electrical equipment must not be brought into the school, unless it has been subjected to the same tests as school equipment.

## APPENDIX O

### Risk Assessments

- Risk assessment shall be undertaken for all activities which present a potential to cause harm.
- The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury / ill health.
- Only persons deemed competent to carry out risk assessments have authorised to do so by the Headteacher

## APPENDIX P

### Stress

- Stress is acknowledged by the school as a potential cause of staff ill health and all efforts are made to reduce it. This is in part done by management openness in counselling and supporting staff with work related problems. The school will always work within the guidelines of its Stress management Policy

## APPENDIX Q

### Training

- The Headteacher will ensure that employees with responsibilities for health and safety are competent. This will be reinforced by appropriate training.
- Training records will be maintained for all employees and periodic examination of these takes place and if training needs are identified, then appropriate training shall be provided.

## APPENDIX R

### Working at Height (WAH)

- All staff have been asked not to carry out work at height (WAH) unless it is agreed by their line manager that it is necessary.
- WAH does pose a higher than normal risk of injury to those carrying out the work and those below them. It is therefore necessary to carefully consider whether there is a

real benefit or necessity to carry out this work before starting.

- The WAH Regulations requires all work where access equipment, such as ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.
- Risk assessment will be carried out by a competent person. In some cases these will need to relate to specific activities though in most cases such as display work it may be acceptable to produce a generic assessment.
- Employees who carry out any WAH will have some training, appropriate to the task. This will be recorded in the school safety training records. Training will include the use of any risk assessments that may be available for the task.
- Employees unhappy with carrying out any form of WAH are not expected to do so unless it explicitly forms a part of their terms of employment.