



# Bow Street School

## Health & Safety Policy

<b>Date Published:</b>	June 2016	<b>Signed:</b>
<b>Review Date:</b>	June 2018	
This policy must be read in conjunction with:		
<ul style="list-style-type: none"><li>• Safeguarding Policy</li><li>• Behaviour Policy</li><li>• Medical Needs Policy</li></ul>		

# Contents

Contents	Page 2
School Health and Safety Policy Statement	Page 4
Health and Safety Representatives and Organisation	Page 5
Responsibilities of Nominated Persons	Page 6
School Health and Safety Policy Arrangements	Page 9
A. Access on to and exit from the site	Page 9
B. Accidents and reporting	Page 9
C. Asbestos	Page 11
D. Bad weather contingency plans	Page 11
E. Contractors	Page 11
F. COSHH	Page 12
G. Display Screen Equipment	Page 13
H. Fire Safety	Page 13
I. First Aid	Page 15
J. Housekeeping	Page 16
K. Lone Working	Page 16
L. Manual Handling	Page 17
M. Transport Use	Page 18
N. Personal Protective Equipment	Page 18
O. Portable Electric Appliance Testing	Page 18
P. Risk Assessment	Page 19
Q. School Security	Page 19
R. Supervision of students arrangements	Page 20
S. Visits and Journeys	Page 20
T. Work Equipment	Page 21
Monitoring and Review	Page 21
Appendix 1: HSE Incident Reporting in Schools	Page 23
Appendix 2: Good Handling Techniques	Page 28



# School Health & Safety Policy Statement

School Proprietors and the Headteacher recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, visitors and contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation the proprietors and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the Proprietors and Headteacher, within the ethos of self-regulation, undertake so far as is reasonably practicable to:-

- Implement the requirements of the Health and Safety at Work Act 1974, and associated legislation through consultation and involvement of all staff.
- Maintain all places of work, including the means of access and exit from the site, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- Provide and maintain facilities and arrangements for the welfare of employees and students, including adequate provision for first aid treatment;
- Ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary.
- Bring to the attention of all regular and temporary employees, students, visitors, contractors, at the school premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of information, training and supervision as is necessary;
- Identify, eliminate or reduce hazards which exist at the place of work through controls and risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger.

In addition to assist in the proper implementation of this policy the Proprietors and Headteacher will;



- Keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- Bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

## **Health & Safety Representatives and Organisation**

<b>TITLE</b>	<b>NAME</b>
Proprietor	Cherri Felton
Headteacher/Safety Officer	Clare Harper
School Health and Safety Coordinator	Charlotte Dodd

### **Health and Safety and Welfare Advice and Training**

Clare Harper and Charlotte Dodd

### **Fire Control/Emergency Evacuation**

Nominated Premise Fire/Emergency Co-ordinator- Clare Harper

Deputy Fire/Emergency- Charlotte Dodd

### **Reporting and Recording of Accidents**

Persons nominated for the documentation of accidents, diseases, dangerous occurrences and incidents of violence- Clare Harper

### **Health and Safety (First-aid) regulations 1981**

Legal Certified First Aider- Clare Harper

### **Educational Visits and Risk Assessments Co-ordinator**

Clare Harper



### Asbestos and Legionnaires Co-ordinator

Clare Harper in consultation with Landlord

### Portable Electrical Appliance Testing

Cherri Felton

### Control of Substances Hazardous to Health Assessment Co-ordinator

Cherri Felton

## Responsibilities of Nominated Personnel

### **School Proprietors (and site Landlord as appropriate)**

- Will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy Statement, organisation and arrangements
- Will cause the Health and Safety Policy to be translated into effective action at all levels within the school
- Will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and students are operating safe working practices
- Will ensure that professional safety advice is available and that a safety officer for the premises is appointed
- Will make adequate financial provision for implementing the policy
- Will cause the effectiveness of the policy and safety performance of the school to be monitored
- Will cause the health and safety policy to be amended whenever necessary
- Will raise the profile of Health and Safety matters across the school

### **The Headteacher**

- Will take on the role of Safety Officer
- Will be responsible for the implementation of the Health and Safety Policy and will liaise with the Proprietors and Landlord (as appropriate) to ensure full compliance with all its requirements
- Will appoint staff to deal with the day to day issues on Health, Safety and Welfare
- Will periodically review the policy and draft amendments whenever necessary



- Will monitor the safety performance of the school and take necessary steps to improve performance
- Will ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are individually allocated
- Will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- Will be responsible for the formulating and execution of the Health and Safety training policy for staff, in order for them to undertake their work safely
- Will ensure that a suitable and sufficient assessment of risks to the Health and Safety of all persons on the school premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk
- Will raise the profile of Health and Safety matters throughout the school
- Will ensure that appropriate staff liaise with advisers on health and safety matters
- Will be responsible for dealing with visits from the Health and Safety Executive Inspectorate.

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

- Will create a positive approach to accident prevention and the health and safety of staff, students and others on the school premises
- Will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved
- Will initiate and maintain positive measures to raise the level of safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc.) working with the school administrator.
- Will ensure that leads and plugs are regularly checked. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular they should check electrical leads for evidence of fraying and plugs to ensure they are tightly fitting. Any defects should be notified to the Headteacher –as soon as possible and a note made in the Defects Book for subsequent repair by a competent person.



- Will liaise with outside Safety Advisers (e.g. Corporate Health and Safety Officer), Enforcement Authorities (Health and Safety Executive, Environmental Health Officers, The Fire Prevention Officer, etc.)
- Will ensure that they are conversant with current legislation affecting Health, Safety and Welfare of staff, students and others.

### **Teaching Staff**

- Will take reasonable care of their own health and safety and that of the students and others who may be affected by what they do;
- Will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- Will take special care in matters of health and safety if they teach in potentially hazardous areas and be aware of specific guidelines contained specialist publications from bodies
- Will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher/Safety Officer and Proprietors.

### **Support Staff**

- Will take reasonable care of their own health and safety and that of the students and others who may be affected by what they do
- Will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
- Will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher

### **Site Manager**

- Will ensure that staff under her immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- Will identify health and safety repairs and put into operation as necessary emergency work required to ensure the Health and Safety of staff, students and others;
- Will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;



- Will liaise with contractors/outside bodies on matters of health and safety relating to electricity, gas, water supplies and waste disposal.
- Will be able to manage asbestos in the building and be familiar with the Asbestos Register.
- Will raise the profile of Health and Safety throughout the school.

### **The Health & Safety Committee**

Bow Street have a health & safety committee which is chaired by Cherri Felton (Proprietor) and attended by the Safety Officer and Health & Safety Co-ordinator.

- Act as the first point of contact for the Health & Safety Executive (HSE).
- Maintain BOW STREET Education Health & Safety Management System, providing advice, support and guidance on all aspects of Health & Safety.
- Develop Health & Safety policies, procedures and standards to ensure that consistent and effective Health & Safety practices exist across the site.
- Maintain up to date knowledge of Health & Safety legislation and best practice and how this affects the school.
- Examine and consider Health & Safety reports.
- Undertake specialist risk assessments, where appropriate.
- Assist in the development of Health & Safety awareness and training and development of safe systems of work.
- Study trends in accidents and Health & Safety issues in order to report on unsafe practices or conditions and make recommendations on corrective action.

## **School Health & Safety Policy Arrangements**

Arrangements for Health and Safety in relation to day-to-day operation and management of risk are outlined in Section A-T below.





## A. Access on to and exit from the school site

The school premises is organised in such a way as to ensure that pedestrian and vehicle traffic can access the site in a safe manner. Signs have been put in place for designated parking.

Letters will be sent to parents/carers to inform them of the procedures when their child takes up a place.

## B. Accidents and Reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that Employers report:

- Accidents which result in death or a specified injury (see reportable specified injuries in Appendix 1: HSE Incident Reporting in Schools)
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days and must be reported within 15 days of the accident)

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. students, visitors, volunteers, contractors, agency, work experience. The responsible person must report all work related accidents, including those caused by physical violence.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and a doctor confirms in writing (see occupational disease in Appendix 1: HSE Incident Reporting in Schools)

‘Responsible Persons’ must complete the appropriate online form on the HSE website here <http://www.hse.gov.uk/>. When the form is completed a copy will be issued which must be saved electronically and printed for the paper file. All incidents can be reported online but a telephone service is provided for reporting fatal and specified major incidents only. The HSE



Incident Contact Centre is open Monday – Friday 8:30 – 17:00 pm on 0345 300 9923.

If an incident takes place out of HSE office hours you may need to contact a duty office.

The type of circumstances where HSE may need to respond out of hours are;

- Following a work related death
- Following a serious incident where there have been multiple casualties
- Following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital

If an incident occurs which fits these description the responsible person will call the duty office on 0151 922 9235.

## **Reviewing Accidents**

An analysis of the accident reports and near misses will be undertaken at intervals and considered by the Health & Safety Committee for consideration of further action.

### **STAFF must be aware of the following:**

Parents/Carers are advised of incidents in writing by means of a note. Details of the injury, time and date must be included, this is essential for head injuries. Parent/Carer slips are kept in the Office.

## **C. Asbestos**

The legal responsibility for the safe management of asbestos lies with the ‘duty holder’ who is responsible for maintenance and or repair of the school.

The Landlord and Headteacher will lead on day to day management of asbestos. The ‘Management Survey’ of asbestos was undertaken by a UKAS registered company directed by the site Landlord.



The site Landlord has worked with a UKAS registered company to assess the risk of asbestos and devised a plan to manage asbestos in the school.

Staff and visiting contractors are made aware of the risks and precautions they need to take through dissemination of the Management Survey and Asbestos Plan.

The Asbestos Survey and Plan are reviewed by the site Landlord and Health & Safety Committee with support as required.

## D. Bad Weather Contingency Plans

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

## E. Contractors

All contractors working on the school premises are to report to the school office prior to starting work. They must read and sign the Asbestos logbook and will be expected to operate within the guidelines set.

All contractors will be informed of the School's emergency procedures.

Bow Street proprietors assess the safety credentials of contractors.

The following factors will be considered as part of the safety vetting procedure:

- Sight of the contractor's own safety policy (where they employ five or more employees – as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, permits to work etc., as applicable;
- Confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements are laid down in the contract;
- Clarification of the responsibility for provisions of first aid and firefighting equipment;



- Details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, used, storage and disposal;
- Details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- Clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plan and buildings;
- Arrangements for suitable working times and segregation of school activities from the contractors work areas;
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

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

**NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.**

Whenever the school intends to use, or create a substance that could be a risk to the health of the staff, students and others, the School's COSHH Assessment Co-ordinators will:

- Identify and control these substances, minimising the risk of exposure to staff and others.
- Ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use.
- Ensure **All Users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- Ensure staff are informed to read labels and instruction, practice sensible, safe working habits and follow and understand emergency procedures.
- Ensure equipment is used as instructed.
- Ensure personal protective equipment/clothing is available and used when required

**All staff must be:**



- Alert to the potential dangers of allowing students to bring their own pens into school. Spirit based items are not allowed.
- The use of solvent based items such as “Tippex” will be controlled by the school office.
- Aware that they have a responsibility for reporting hazards, potential hazards and “near misses” to the Headteacher.

## G. Display Screen Equipment (visual display users)

Staff who use computers including laptops must ascertain whether they are classed as users (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation assessment.

## H. Fire Safety

The **Fire Risk Assessment is kept** in the school office. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out by the Headteacher annually. As a result of the assessment, if any precautions are identified the school treats them with high priority.

Notices of fire procedures are fixed to visible sites around the school and in classrooms. Emergency exit doors and routes are kept clear at all times and not obstructed at any time. All fire doors are kept permanently unlocked while the premises are in use. The Headteacher checks all firefighting and detection equipment annually to ensure they are within the “use by” date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by an approved contractor.

The fire alarms are tested weekly by the Headteacher and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order. Records are kept in the book found in the School Office.

Notices around school have the following information.

**FIRE ALARM/ BOMB THREAT INSTRUCTIONS:**

**IF YOU DISCOVER A FIRE**

Press the fire alarm nearest to where you are:

1. The alarm will sound
2. Students and staff will walk out of school by the nearest safe exit.
3. Students line up at Fire Assembly Point.

**Fire Drills** take place every half term. Details are recorded and notes made of any problems which need remedying.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the assembly points indicated on the fire procedures notices.
- The Fire Brigade will be summoned by the School Administrator but in circumstances where the Administrator is not at school a delegated member of staff will ensure that the Fire Brigade is summoned once everyone has safely left the building and moved to a place of safety.
- All staff will sweep their designated areas and report to the 'Person in Charge'.
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the office staff will take the registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety.
- Visitors/contractors report their presence on site to the School Office and sign the appropriate 'Visitors Book' and ensure they are familiar with the fire precautions. Office staff must remind visitors to read the emergency arrangements.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable an hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired.



## I. First Aid

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and students should they be injured or become ill.

If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor's or hospital by a member of staff.

The school seeks to ensure that at least 2 members of staff have received training on a first aid course.

The training is provided by trainers who have been approved by the Health and Safety Executive. Copies of the First Aider's certificates are held in staff files.

### **First Aid Facilities**

- The first aid boxes are placed in clearly identified and accessible locations. Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material. Contents of the box will be replenished, by the first aider, as soon as possible after use in order to ensure there is always adequate supply of all materials. The First Aider on duty is responsible for ensuring these are replenished as soon as possible after use.

### **Recording First Aid Treatment**

Records of all incidents treated will be made in the accident/incident exercise book for students for events that do not arise out of a fault of the premise/activity etc. All other incidents will be recorded on the HSE Reporting forms and will be kept in the locked filing cabinet in the school office.



## **Administration of Medicines**

First aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents/carers and the school nurse. Medication will be administered in accordance with Bow Street supporting children with medical needs policy. The policy outlines requirements for training, consent and administration.

Medicines are kept in a cupboard within the school office or can be found stored in the fridge if required to be refrigerated.

## **J. Housekeeping**

The school has adopted policies and practices which lead to a safe working environment and good housekeeping is practiced at all times and sets a good example to the students.

- Staff should ensure that all spillages will be cleaned up immediately with safe disposal of the waste.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly and safe.
- The school premises will be cleaned on a daily basis.
- Hygiene standards are of the highest attainable by all staff serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Headteacher/person with delegated responsibilities for health and safety.

## **K. Lone Working**

### **Working Alone**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.





In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised.

Any staff wishing to work outside normal school hours must have prior arrangement/permission from the Headteacher.

## L. Manual Handling

The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided.

A specific manual handling risk assessment will be undertaken for the task/activity and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Those staff who undertake manual handling will be familiar with the risk assessment process and read the completed risk assessments and follow the control measures at all times.

### **General manual handling guidance for all staff**

To avoid manual handling injuries you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start
- Assess the load- if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable. (See pictures of correct procedures in Appendix 2: Good Handling Techniques).



## M. Transport Use

- Staff who drive students in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the students. This will be encompassed in the risk assessment for trips where necessary.
- The driver is responsible for making sure that students have a seat belt and use it at all times. Staff hiring a minibus or other vehicle must make sure students wear seatbelts at all times. Vehicles without seatbelts **will not be used**.
- Parents'/Carers agreement will be sought (on the consent form for the visit/journey) for their children to be carried in cars. The Headteacher/person in charge will organise an additional adult to travel when students are transported.

## N. Personal Protective Equipment (PPE)

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or students as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated member of staff will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE.

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

## O. Portable Electrical

## Appliance Testing



The Headteacher or delegated responsible person is responsible for ensuring that all portable electrical equipment is tested annually by an approved contractor.

A register of all such electrical equipment used in the school is kept in the school office.

No equipment other than newly purchased may be used unless tested. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.

The Headteacher will be responsible for co-ordinating the registration, inspection and testing of equipment.

All staff will be informed/instructed to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date etc.

All hard wired electrical instalments are maintained by the Landlord at least every 5 years unless changes have occurred.

## **P. Risk Assessment**

The school will assess all risks to safety and health as required by the Management of Health and Safety at Work Regulations.

All significant risks will be recorded on a risk assessment form which will be updated annually unless changes occur before the said time and the assessment will be reviewed and amended. The relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the School's Health and Safety Co-ordinator.

- Risk assessments will be carried out before every educational visit unless one is available. It will be reviewed to ensure nothing has changed since the last visit.
- All P.E. activities have been risk assessed.
- Commissioned providers and coaches undertake their own risk assessments which staff are familiar with. They will check the control measures to ensure they correspond with the school risk assessment.



## Q. School Security (Safeguarding)

- Gates are locked at the same time each day in the morning at 9.00 am and after school at 4.15pm.
- Office staff monitor those that come to the door at reception before deciding who to let into the building.
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- The main doors have good locking mechanisms.
- The school is alarmed and the Headteacher and some staff have a set of keys to access the school at any time. They can also activate the school's electronic security system. The School Administrator has a full inventory of key holders and keys that have been allocated.
- Anyone working with students has been DBS checked.

The Site Manager is responsible for the security of the school at the end of the day and during school holidays by ensuring that doors and windows are secured.

All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day.

## R. Supervision of student's arrangements

The school will be open for students from 8.50 am to 3.20 pm on weekdays during term times. Between these times supervision will be provided. Students will not be allowed on site outside these times. Parents/Carers are informed of the details of the school arrangement at the point of admission and reminders sent throughout the year when necessary. Adequate supervision and staffing ratios will be provided during these times; in lessons, during break and lunch times, between lesson times and at school closing time.

## S. Visits and Journeys



The Headteacher is the Educational Visits Co-ordinator (EVC). They will liaise with members of staff who will be undertaking trips to ensure appropriate procedures have been followed.

### **Risk assessments for Educational Visits**

- Staff will make a pre-visit to the place of their visit where practicable to assess the site/activity.
- They will complete a risk assessment form and return it to the EVC for approval.
- They must ensure the ratio of adults to students is appropriate and approved by the Headteacher.
- They must get the consent of every students parent/guardian before taking them on a visit. On a visit which will extend beyond the school day, staff will establish a telephone pyramid in case of a coach breakdown or any other delay.
- First aid provision will be provided suitable for individual trips.

## **T. Work Equipment**

Work equipment relates to all things that assist staff to do their job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguishers etc.

The equipment must be suitable and fit for purpose. Therefore before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

- Consideration will be given for the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practicable provided by the companies that provide the equipment.
- The equipment will be maintained to ensure the equipment remains in good condition by the Site Manager/or will be under contract for maintenance and repairs.



It is the responsibility of the person using the equipment to ensure it is in a safe condition before using it. They may require instruction and/or training before the initial use to know how to undertake the checks.

The school keeps a record of the inspections and checks that are made to all equipment. The log/record is kept in the school office.

## **Monitoring and Review**

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis.

The Proprietor, Headteacher and the Health and Safety Committee will be responsible for reviewing and amending this policy.

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident/incident reports
2. All advisory reports received
3. All audit reports (where appropriate)
4. Incident reports i.e. near misses
5. Other information about changes in requirements as they occur

Aspects of these will be reported on to Proprietors, site Landlord and the Health and Safety Committee so that any review of policy that may be necessary or contemplated can be informed by them.

## **Appendix 1**



# Incident reporting in schools



Health and Safety  
Executive

## (accidents, diseases and dangerous occurrences)

### Guidance for employers

#### HSE information sheet

##### Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

##### What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving students and other people not at work (Section 2);
- dangerous occurrences (Section 3).

##### Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving students and school staff, this is normally the main employer at the school. The education pages on HSE's website at [www.hse.gov.uk/services/education](http://www.hse.gov.uk/services/education) provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for more detail on the reporting arrangements for self-employed people.)



## Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting **fatal and specified injuries only**. Reporting details for out of hours incidents are available from HSE's out of hours web page at [www.hse.gov.uk/contact/contact.htm](http://www.hse.gov.uk/contact/contact.htm).

For incidents on school premises involving members of staff, students or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

## What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;
- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

## Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm).

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

### Reportable specified injuries

These include:

- 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), which:
    - cover more than 10% of the body; or
    - cause significant damage to the eyes, respiratory system or other vital organs;
  - any scalping requiring hospital treatment;
  - any loss of consciousness caused by head injury or asphyxia;
- Incident reporting in schools (accidents, diseases and dangerous occurrences)
- 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.

### Physical violence

Some acts of non-consensual physical violence to a person at work, which result in





death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a student, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

### Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for details of the reporting arrangements for self-employed people.) These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

## Section 2: Incidents to students and other people who are not at work

Injuries to students and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a student injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

### How do I decide whether an accident to a student 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors).

So, if a student is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a student is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to students at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you

only need to consider reporting **where an accident results in a student's**



**death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

Incident reporting in schools (accidents, diseases and dangerous occurrences)

### **What about accidents to students during sports activities?**

Not all sports injuries to students are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a student slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

### **What about accidents to students in a playground?**

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a student either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that

happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

### **Physical violence**

Violence between students is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

### **Other scenarios**

*Injuries to students while travelling on a school bus* If another vehicle strikes the school bus while students are getting on or off and students are injured and taken to hospital, this is normally reportable under RIDDOR.

However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

*Incidents involving students on overseas trips* RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

*Incidents to students on work experience placements* If students are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a student, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

## **Section 3: Dangerous occurrences**

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:



- the collapse or failure of load-bearing parts of lifts and 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.

## Supplementary information

### Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013  
[www.hse.gov.uk/pubns/indg232.htm](http://www.hse.gov.uk/pubns/indg232.htm).

### Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education

sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

## Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at:  
[www.hse.gov.uk/pubns/edis1.htm](http://www.hse.gov.uk/pubns/edis1.htm).

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published 10/13.

## Appendix 2



## Good Handling Techniques



Think before lifting/handling



Keep the load close to the waist.

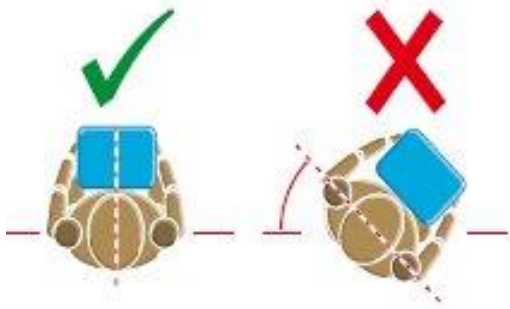
Adopt a stable position.

Get a good hold.

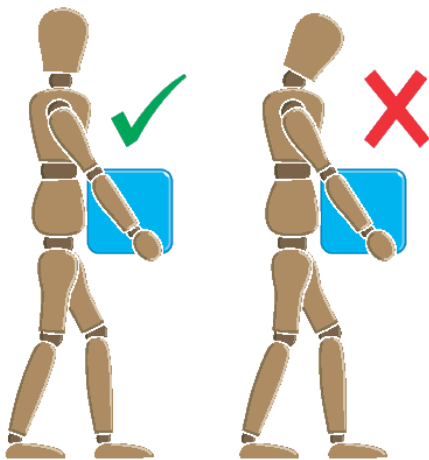


Start in a good posture.

Don't flex the back any further while lifting.



Avoid twisting the back or leaning sideways.



Keep the head up when handling.

Move smoothly.



Don't lift or handle more than can be easily managed.

Put down, then adjust.

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.

