



St Edward's School  
HAMPSHIRE

# Health and Safety Policy

This review: GM/MS November 2023

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## Statement of intent

At St Edward's School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment supported by the Health and Safety Committee.

We are committed to:

- Managing health and safety.
- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## 1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment (PPE) at Work Regulations (2022)
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Private Water Supplies (England) Regulations 2018

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Health and safety for school children'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

1.3. This policy operates in conjunction with the following:

- COSHH guidance
- Asbestos Management
- First Aid Policy
- Medical policies, including the administration of medicines /health care.
- Infection Control Policy
- Risk Assessment Policy
- Outdoor Education Advisers' Panel (OEAP)
- Security Policy
- Business Continuation Plan
- Access to school premises by people outside the school
- Supervision of Ancillary, Contract or Unchecked Staff
- Transport Policy
- Fire Evacuation Plan
- Fire Risk Assessment

## 2. Roles and responsibilities

2.1. The governing board, in consultation with the Headmaster, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

2.2. The governing board will provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

2.3. The Headmaster will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety representative (Mark Stone, Site Manager).

2.4. The competent health and safety representative will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

2.5. Departmental heads and subject leads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the Headmaster.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Be cognisant of the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

2.6. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will not allow improper use of such equipment. All staff will follow safe systems of work and have training record cards regarding each piece of machinery.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.

- Report any defects in equipment or facilities to the health and safety representative.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Report all near misses via the respective head of department.

2.7. Pupils will be encouraged to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

### **3. Training**

- 3.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- 3.2. The Headmaster will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.
- 3.3. The Headmaster will ensure that there are an appropriate number of first-aid trained staff members.
- 3.4. Staff members will be provided with regular training opportunities and have access to support where needed.
- 3.5. Staff will be trained on how to assess risks specific to their role.
- 3.6. The health and safety representative will ensure staff know how to meet their duties outlined in this policy.
- 3.7. Where relevant to their role, staff will receive specific training in:
  - Using industrial machinery.
  - Managing asbestos.
  - Having responsibility for the storage and accountability for potentially hazardous materials.



## **4. First aid**

- 4.1. The school will act in accordance with the First Aid Policy at all times.
- 4.2. The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.
- 4.3. First aid boxes and defibrillators are appropriately placed throughout the school. First aid boxes are regularly inspected and replenished.

## **5. Contacting the emergency services**

- 5.1. The Headmaster will certify that procedures for ensuring safety precautions are properly managed, discussed, formulated and effectively disseminated to all staff.
- 5.2. Staff will contact the emergency services in an emergency.
- 5.3. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.
- 5.4. Where emergency services are called for a pupil, parents/carers will be contacted.
- 5.5. Where necessary, all pupils will be evacuated from the building and taken to the designated assembly point.
- 5.6. Staff will be aware of any pupils who have specific evacuation needs.
- 5.7. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

## **6. Fire safety**

- 6.1. All staff members fully understand and effectively implement the Fire Evacuation Plan.
- 6.2. The Headmaster is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 6.3. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers. Fire Marshall training is provided as appropriate.
- 6.4. The school will test evacuation procedures on a half-termly basis.
- 6.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 6.6. Firefighting equipment will be checked on an annual basis by an approved contractor. Monthly inspections by in house team recorded.

- 6.7. Fire alarms will be tested weekly from different call points around the school, and records will be maintained and held in the Site Manager's office.
- 6.8. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the Site Manager's office.

## **7. Accident reporting**

- 7.1. All accidents and incidents will be reported as soon as possible to the Senior Leadership Team and recorded in the Duty Senior Journal.
- 7.2. If an injury has been sustained by a member of staff, contractor or visitor, this will be recorded in the Accident Book in the main Care Office. If the accident is fatal or a "major injury", the Headmaster will be informed immediately as outlined by the HSE. If an injury has been sustained by a pupil, this will be recorded in the Medical Events Book.
- 7.3. If a near miss has occurred and an accident avoided, this will be reported to the Site Manager, a near miss form completed and action taken as soon as is practicable to avoid an accident occurring.

## **8. Significant accidents**

- 8.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity by the Head of Pastoral Care.
- 8.2. The 'specified injuries' which must be reported include the following:
  - Accidents to employees causing either death or major injury
  - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
  - Fractures, other than to fingers, thumbs and toes
  - Amputation of an arm, hand, finger, thumb, leg, foot or toe
  - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
  - Any crush injury to the head or torso, causing damage to the brain or internal organs
  - Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
  - Any degree of scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

8.3. Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

## 9. Reporting procedures

- 9.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety representative, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 9.2. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.
- 9.3. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).
- 9.4. Fatal and specified injuries, as outlined in 9.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

## 10. Reporting hazards

- 10.1. Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- 10.2. In the main, reporting should be conducted verbally to the Site Manager as soon as possible, who will then inform the Headmaster as appropriate.
- 10.3. Serious hazards will be reported using the near miss form.

## 11. Slips and trips

- 11.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:
  - Identify the hazards – risk factors considered include:
    - Environmental (floor, steps, slopes, etc.)
    - Contamination (water, food, litter, etc.)
    - Organisational (task, safety, culture, etc.)
    - Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
    - Individual factors (rain, supervision, pedestrian behaviour, etc.)
  - Decide who might be harmed and how
  - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
  - Record the findings
  - Review the assessment regularly and revise if necessary

## **12. Accident investigation**

- 12.1. All accidents, however small, will be investigated by the Site Manager and the outcomes recorded.
- 12.2. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 12.3. The Senior Leadership Team will review all reported incidents. The Site Manager will amend risk assessments where necessary.

## **13. Our active monitoring system**

- 13.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
  - Annual audits, including fire risk assessments and health and safety audits.
  - Termly examination of documents to ensure compliance with standards.
  - Termly inspection of premises, plants and equipment.
  - Health and Safety Monthly report to the Board of Governors and updates to the Headmaster.
  - External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.
  - Monthly Legionella Monitoring by nominated supplier – Aquacare.
  - Monthly Bacterial Monitoring of swimming pool – Kingfisher services.
  - Environmental Agency and Test Valley Borough Council private water inspections.

## **14. Bomb threat procedure**

- 14.1. In the event of an emergency, the procedures outlined below will be followed.
- 14.2. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
  - Where is it?
  - In which building is it and on what floor?
  - What time will the bomb go off?
  - What does the bomb look like and what colour is it?
  - What type of bomb is it and what type of explosive?
  - Who are you?
  - Why are you doing this?
  - Do you have a code word?

- 14.3. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.
- 14.4. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 14.5. Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the Police.
- 14.6. Where possible, recording devices will be used whilst receiving a bomb threat.
- 14.7. The staff member receiving the call will activate the fire alarm.
- 14.8. The Headmaster or Duty Senior will alert the Police immediately.

## **15. Evacuation following a bomb threat**

- 15.1. When necessary, the Fire Evacuation Plan will be implemented.
- 15.2. The following procedure will take place:
  - All senior staff will be informed of the situation either in person or via the internal phone system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
    - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
    - Take all essential personal items with them, to avoid unnecessary searching.
  - Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
  - Staff will be positioned on the school drive and nobody will be allowed in or out except for emergency personnel.
  - Once the Police have arrived, staff will await further instruction from the emergency services.

## **16. Visitors to the school**

- 16.1. The procedures outlined in Access to school premises by people outside the school and Supervision of Ancillary, Contract or Unchecked Staff be implemented by relevant staff when receiving visitors to the school.
- 16.2. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

- 16.3. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 16.4. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

## **17. Personal protective equipment (PPE)**

- 17.1. PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.
- 17.2. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- 17.3. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- 17.4. Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.
- 17.5. Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair.
- 17.6. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 17.7. PPE will not be worn if the hazard caused by wearing it is greater than the hazard it is intended to protect the wearer from.
- 17.8. Pupils' PPE is determined by a classroom risk assessment. Staff PPE is determined by the Site Manager.
- 17.9. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 17.10. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- 17.11. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory such as tractor shed / maintenance department equipment.
- 17.12. The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:
  - Protective clothing that staff require to fulfil their roles.
  - A uniform that employees only wear to work.
- 17.13. The Site Manager will keep a record of all expenses related to PPE and uniform for HR and finance purposes.

- 17.14. In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not exempt.
- 17.15. When not in use, PPE will be properly stored, kept clean, and in good repair.

## **18. Maintaining equipment**

- 18.1. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:
- All electrical appliances by designated EIC NIC Electrician
  - All fixed gymnasium equipment
  - Any workshop equipment, e.g. lathes and kilns.
- 18.2. It is the responsibility of the Site Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.
- 18.3. A health and safety technician should be consulted as necessary.

## **19. Hazardous materials**

- 19.1. The school will act in accordance with the school's COSHH Policy at all times.
- 19.2. No chemicals or other hazardous materials will be used outside of the classroom without the permission of the Site Manager. All chemicals or other hazardous materials will be accounted for within classroom risk assessments and subject handbook inventories.
- 19.3. The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- 19.4. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- 19.5. The health and safety representative is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- 19.6. The Site Manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.
- 19.7. Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- 19.8. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.



- 19.9. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 19.10. Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.
- 19.11. Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 19.12. Dust and fumes will be safely controlled by local exhaust ventilation equipment.
- 19.13. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 19.14. With the exception of the Head of Science, who has been in receipt of the requisite training, no potentially hazardous materials will be used in lessons without the approval of the health and safety representative.
- 19.15. The health and safety representative will ensure staff are appropriately trained to use hazardous materials.
- 19.16. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 19.17. The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.
- 19.18. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

## **20. Asbestos management**

- 20.1. In accordance with HSE guidance, an asbestos management survey was undertaken on 20<sup>th</sup> August 2003 by Merryhill Envirotec Limited, which is a United Kingdom Accreditation Service accredited surveying organisation.
- 20.2. This survey will be undertaken following any changes of use to a location or prior to any significant building work.
- 20.3. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.
- 20.4. Further details concerning the management of asbestos can be found in the Asbestos Management Plan - 23<sup>rd</sup> October 2023.
- 20.5. Asbestos File Located in Site Managers Office - File 14.
- 20.6. All contractors working on site must familiarise themselves with asbestos File; prior to starting work at St Edwards School.

## 21. Medicine and drugs

21.1. The school's *Administering Medication Policy* will be read, understood and adhered to at all times.

## 22. Smoking

22.1. The school is a non-smoking premises for pupils. Staff are provided with a designated smoking area at a suitable distance from the main school building.

## 23. Housekeeping and cleanliness

23.1. The Domestic Assistants will be monitored by the Site Manager.

23.2. Special consideration will be given to hygiene areas.

23.3. Waste collection services will be monitored by the Site Manager.

23.4. The safe disposal of laboratory materials and clinical waste will be dictated by guidelines.

23.5. The Headmaster is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

## 24. Infection control

24.1. The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

24.2. The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other

actions that increase the risk of the spread of infection, such as coughing or sneezing

- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing domestic assistants to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging and machine washing any pupils' soiled clothing
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises.

24.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

24.4. The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked on admission and at the time of any vaccination.

24.5. The school alerts parents/carers as to national and local immunisation advice.

24.6. All cuts and abrasions will be covered with waterproof dressings.

24.7. The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

24.8. Wall-mounted hand soap is available in all toilets.

24.9. Hand sanitiser is available in school.

24.10. Further information concerning our policies and procedures addressing infection control can be found in our *Infection Control Policy*.

## **25. Risk assessment**

- 25.1. The Headmaster has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The Site Manager will be consulted when risk assessments are being carried out.
- 25.2. Termly assessments of classrooms are undertaken.
- 25.3. Annual risk assessments will be conducted for all other areas of the school.
- 25.4. Risk assessments will consider the needs of staff, pupils, visitors and contractors.
- 25.5. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 25.6. Risk assessments will be reviewed if:
  - There is any reason to suspect that they are no longer valid.
  - There has been a significant change in related matters.
- 25.7. The school will record any significant findings of any risk assessments, including the following:
  - The identified hazards
  - How people might be harmed by them
  - What the school has implemented to control the risk
- 25.8. A designated staff member will ensure risk assessments are completed by staff leading extra-curricular trips, activities and expeditions.
- 25.9. A Risk Assessment Policy will be followed.

## **26. Security and theft**

- 26.1. CCTV systems will be used to monitor events and identify incidents taking place.
- 26.2. CCTV systems may be used as evidence when investigating reports of potential crimes.
- 26.3. Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site.
- 26.4. Money will be counted in an appropriate location, such as the Finance Office, and staff should not be placed at risk of robbery.
- 26.5. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 26.6. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

- 26.7. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 26.8. Missing or believed stolen equipment will be reported immediately to a Duty Senior.
- 26.9. The school will install access control and security measures to ensure the safety of the school.
- 26.10. The school will ban individuals from the premises if they pose a risk to any member of the school community.
- 26.11. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

## **27. Severe weather**

- 27.1. If a closure takes place, the Board of Governors will be promptly informed.

## **28. Safe use of minibuses**

- 28.1. The Site Manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.
- 28.2. The driver must:
  - Have a valid licence that entitles you to drive a minibus (category D1).
  - Be at least 25 years old (due to school insurer)
  - Be insured to drive the minibus
  - Have the school's permission to drive the minibus
  - Ensure the minibus is roadworthy, taxed and MOT`d
  - Ensure the minibus displays a minibus permit.
- 28.3. All staff have MIDAS training. In case of an emergency, each school minibus has within it, a Section 19 permit which will allow a qualified driver to drive a school minibus without a valid MIDAS certificate.
  - Drivers will provide the school with details of their driving licence summary. Only Authorised drivers are permitted to drive school vehicles.
  - Yearly inspection of licences are carried out and recorded.
  - A familiarisation drive will be conducted before the driver transports any passengers and is recorded.
  - The school reserves the right to refuse authorisation to any member of staff with an unsatisfactory amount of penalty points.
  - All penalty points and charges regarding road traffic offences must be declared by an individual immediately. A full disclosure must be made as to the nature of the offence, illness or disability. This may result in authorisation to drive a school vehicle being rescinded permanently or temporarily.
- 28.4. Damage to the minibus is the responsibility of the individual using the minibus. The school will decide who is responsible for covering the cost of any repairs.

- 28.5. The minibus will carry strictly one person per seat and seat belts will be worn at all times.
- 28.6. Fines accrued will be paid by the driver at the time the offence was committed.
- 28.7. A vehicle check will be undertaken prior to the start of any journey. Any potential risks identified will result in said vehicle being taken out of service and the Site Manager informed.
- 28.8. Starting and closing mileage, along with any defects identified, will be reported prior and upon return to the school.
- 28.9. The following staff members hold the required licence and have completed specific training allowing them to drive the minibus.

## **29. School trips and visits**

- 29.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the activity risk assessments. Further information can be found in the Outdoor Education Advisers' Panel (OEAP) guidelines.

## **30. Manual handling**

- 30.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- 30.2. We conduct Manual Handling training yearly for all staff.
- 30.3. As an Employer we should:
  - Avoid - The need for hazardous manual handling, so far as is reasonably practicable.
  - Assess - The risk of injury from any hazardous manual handling that cannot be avoided.
  - Reduce - The risk of injury from hazardous manual handling, so far as is reasonably practicable.
- 30.4. If staff have any concerns on manual handling an assessment should be carried out and recorded by the site manager.
- 30.5. Alternative handling methods should be used if the load is excessive and beyond a person's ability to move.

## **31. Working at heights**

- 31.1. Training is given yearly to all staff and all the equipment, ladders and steps are inspected and recorded as required.

- 31.2. Staff members and contractors are required to confirm that they have received, read and understood the policy, prior to being allowed to work at heights.

## **32. Workplace health and safety: stress management**

- 32.1. Senior Leaders and Line Managers have an open door policy. They are proactive in their approach to staff wellbeing; the formal vehicle for this being supervision meetings.
- 32.2. Therapeutic staff members are provided with regular clinical supervision.
- 32.3. The school holds regular Staff Wellbeing days and staff support lines are displayed in communal areas.

## **33. Workplace health and safety: display equipment**

- 33.1. The Systems Administrator will provide staff members with bespoke support items to address their health needs in the workplace. These include ergonomic chairs, larger monitors, gel bar wrist supports, foot rests etc.
- 33.2. As part of the induction process, display screen assessments will be carried out by the Systems Administrator for staff who regularly use laptops or desktops computers.

## **34. Monitoring and review**

- 34.1. The effectiveness of this policy will be monitored continually by the Headmaster and the governing board. Any necessary amendments may be made immediately.
- 34.2. The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

## **35. Protecting pregnant workers and new mothers**

- 35.1 St Edward's School must, by law, assess the risks to women of childbearing age as part of our general workplace risk assessment.
- 35.2 The School will also carry out an individual risk assessment, that covers an employee's specific needs, when they have informed the school in writing that they:
- are pregnant
  - are breastfeeding, or
  - have given birth in the last 6 months.



## Termly Classroom Inspection Checklist

**Classroom:** \_\_\_\_\_

**Date:** \_\_\_\_\_

		YES	FURTHER ACTION NEEDED	N/A
<b>Movement around the classroom (slips and trips)</b>	Is the internal flooring in a safe condition?			
	Are changes in floor level or type of flooring highlighted?			
	Are the gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g. water, blood from cuts?			
	For stand-alone classrooms: <ul style="list-style-type: none"> <li>■ Are access steps or ramps properly maintained?</li> <li>■ Are access stairs or ramps provided with handrails?</li> </ul>			
<b>Furniture and fixtures</b>	Are permanent fixtures secure? eg cupboards, display boards, shelving			
	Is furniture safe and suitable for the size of the user?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Is all electrical equipment PAT tested up to date?			
<b>Fire</b>	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> <li>■ unobstructed;</li> <li>■ kept unlocked; and</li> <li>■ easy to open from the inside?</li> </ul>			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			
<b>First aid</b>	Is there access to a first aid kit? Is it clearly marked?			



### Additional Issues

		YES	FURTHER ACTION NEEDED	N/A

### Further Action Needed

Hazards Noted	Action Taken & When

Name & Position	Date submitted

## Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

Role	Appointed person	Telephone number	Email address
Health and safety link governor	<b>Sharon Murphy</b>	<b>c/o 01794 885252</b>	-
Headmaster	<b>Graham Maher</b>	<b>01794 885252</b>	-
Competent person	<b>Mark Stone</b>	-	-
Health and safety representative			
Site Manager			