



## Health and Safety Policy

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## Aims

- 1 The aims of the Alderbrook School Health and Safety Policy are to :
  - Provide and maintain a safe and healthy environment
  - Establish and maintain safe working procedures amongst staff, students and all visitors to the school site
  - Have robust procedures in place in case of emergencies
  - Ensure that the premises and equipment are maintained safely, and are regularly inspected

## Legislation

- 2 This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:
  - [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
  - [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
  - [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
  - [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
  - [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
  - [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
  - [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
  - [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- 3 The school follows national guidance published by Public Health England when responding to infection control issues.
- 4 This policy complies with the school's funding agreement and articles of association.

## Roles and responsibilities

### The Trust Board

- 5 The Trust Board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the headteacher.

- 6 The Trust Board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- 7 The Trust Board, as the employer, also has a duty to:
  - Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
  - Inform employees about risks and the measures in place to manage them
  - Ensure that adequate health and safety training is provided
- 8 There is a named Trustee from the Trust Board who has responsibility for Health and Safety.
- 9 The headteacher is responsible for health and safety day-to-day. This involves:
  - Implementing the health and safety policy
  - Ensuring there is enough staff to safely supervise students
  - Ensuring that the school building and premises are safe and regularly inspected
  - Providing adequate training for school staff
  - Reporting to the Trust Board on health and safety matters
  - Ensuring appropriate evacuation procedures are in place and regular fire drills are held
  - Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
  - Ensuring all risk assessments are completed and reviewed
  - Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary along with the Facilities Manager The cleaning contract provider should ensure that all their staff are properly trained and have access to the correct PPE.
- 10 In the headteacher's absence, the deputy headteacher assumes the above day-to-day health and safety responsibilities.

#### Health and safety lead

- 11 The nominated health and safety lead is the member of staff who chairs the Health and Safety Committee.
- 12 Citation Associates have been appointed to act as the "competent person", to advise the school and to undertake regular audits.

#### School Staff

- 13 School staff have a duty to take care of students in the same way that a prudent parent would do so.
- 14 Staff will:
  - Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
  - Co-operate with the school on health and safety matters
  - Work in accordance with training and instructions
  - Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
  - Model safe and hygienic practice for students

- Understand emergency evacuation procedures and feel confident in implementing them

### Students and parents

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

### Contractors

- 16 Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

### Site security

- 17 The Site Management team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
- 18 The Site Management team are key holders and will respond to an emergency.

### Fire

- 19 Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Fire risk assessment will be reviewed every 2 years or if there have been substantial changes in the school building layout or footprint.
- 20 Emergency evacuations are practised at least once a term.
- 21 The fire alarm is a loud continuous bell.
- 22 Fire alarm testing will take place Once a week
- 23 New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.
- 24 In the event of a fire:
- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
  - Staff and students will congregate at the assembly points. These are displayed throughout school.
  - Form tutors/class teachers will take a register of students, which will then be checked against the attendance register of that day
  - The appointed member of staff will take a register of all staff
  - Staff and students will remain outside the building until the emergency services say it is safe to re-enter
- 25 The school will have personal emergency evacuation plans (PEEPs) in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

- 26 The fire safety checklist and records can be found on the Citation Cloud and in the Fire log kept at the back of main reception.

## COSHH

- 27 Schools are required to control hazardous substances, which can take many forms, including:
- Chemicals
  - Products containing chemicals
  - Fumes
  - Dusts
  - Vapours
  - Mists
  - Gases and asphyxiating gases
  - Germs that cause diseases, such as leptospirosis or legionnaires disease
- 28 Control of substances hazardous to health (COSHH) risk assessments are completed by the Facilities Manager with the help of Citation and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
- 29 All staff should use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- 30 Access to areas where hazardous products will be stored will be restricted to prevent pupil access.
- 31 Any hazardous products are disposed of in accordance with specific disposal procedures.
- 32 Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### Gas safety

- 33 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- 34 All rooms with gas appliances are checked to ensure that they have adequate ventilation

### Legionella

- 35 A water risk assessment has been completed on 22.02.2021 by Grahams Environmental Services on behalf of SMBC Property Services. The Facilities Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- 36 This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
- 37 The risks from legionella are mitigated by the following: Weekly Flushing of infrequently used outlets and all used outlets during the school holiday periods by the Site Team. Grahams Environmental carry out all the quarterly, six monthly and annual checks as per the water safety plan in the Legionella Risk Assessment on page 42 and 43 which is held in the site office water log book

## Asbestos

- 38 Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- 39 Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises by the Site Team and that it is not disturbed by their work
- 40 Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- 41 A record is kept of the location of asbestos that has been found on the school site by the Site Team. This is located at main reception to be available for use by visiting contractors.
- 42 Site Team ensure that any work on asbestos is carried out by suitably qualified specialists

## Equipment

- 43 All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- 44 When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- 45 All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### Electrical equipment

- 46 All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- 47 Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- 48 Any potential hazards will be reported to the site management team immediately
- 49 Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- 50 Only trained staff members can check plugs
- 51 Where necessary a portable appliance test (PAT) will be carried out by a competent person
- 52 All isolators switches are clearly marked to identify their machine
- 53 Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- 54 Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### PE equipment

- 55 Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely



56 Any concerns about the condition of the gym floor or other apparatus will be reported to the site management team.

### Display screen equipment

57 All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

58 DSE assessments are completed by staff on the Citation cloud. The Site and IT team are responsible for responding to DSE assessments by staff

### Lone working

59 Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

60 Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

61 If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

62 The lone worker will ensure that they are medically fit to work alone.

### Working at height

63 The school will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

64 The site management team retains ladders for working at height

65 Students are prohibited from using ladders

66 Staff will wear appropriate footwear and clothing when using ladders

67 Contractors are expected to provide their own ladders, Risk Assessments and method statements for working at height

68 Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety. All ladders are checked every half term by the site team and recorded on Citation Safety cloud

69 Access to high levels, such as roofs, is only permitted by trained persons

### Manual handling

70 It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

- 71 The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.
- 72 Staff and students are expected to use the following basic manual handling procedure:
- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
  - Take the more direct route that is clear from obstruction and is as flat as possible
  - Ensure the area where you plan to offload the load is clear
  - When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## Off-site visits

- 73 The school has a separate trips and visits policy document, which is supported by a risk assessment and management tool

## Lettings

- 74 This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and Lettings booklet, and will have responsibility for complying with it and must have the required level of public liability and have a first aid provision

## Violence at work

- 75 The school will not tolerate violent or threatening behaviour towards staff or students.
- 76 All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from students, visitors or other staff.

## Smoking

- 77 Smoking is not permitted anywhere on the school premises.

## Infection prevention and control

- 78 The school follows national guidance published by Public Health England when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

### Handwashing

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

### Coughing and sneezing

- 82 Cover mouth and nose with a tissue

83 Wash hands after using or disposing of tissues

84 Spitting is discouraged

#### Personal protective equipment

85 Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

86 Wear goggles if there is a risk of splashing to the face

87 Use the correct personal protective equipment when handling cleaning chemicals

#### Cleaning of the environment

88 Clean the environment frequently and thoroughly

#### Students vulnerable to infection

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

#### Exclusion periods for infectious diseases

90 The school will follow recommended exclusion periods outlined by Public Health England. Link to guidance.

91 In the event of an epidemic/pandemic, the school will follow advice from Public Health England about the appropriate course of action.

### New and expectant mothers

92 Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

93 Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

94 Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

95 If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

96 Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## Occupational stress

- 97 The school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment.
- 98 Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## Accident reporting

### Accident recording

- 99 An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- 100 As much detail as possible will be supplied when reporting an accident
- 101 Information about injuries will also be kept in the pupil's educational record
- 102 Anything apart from the minor injuries, will also be recorded on the Citiation Cloud system.
- 103 The Health and Safety Committee will review recorded accidents each to term to monitor patterns or concerns.
- 104 Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### Reporting to the Health and Safety Executive

- 105 The First Aid coordinator will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
- 106 The First Aid coordinator will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- 107 Reportable injuries, diseases or dangerous occurrences include:
  - Anything resulting in a death
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
  - Where an accident leads to someone being taken to hospital

108 Near-miss events are things that do not result in an injury, but which could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of 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

109 Citation complete the school RIDDOR report on behalf of Alderbrook School.

### Notifying parents

110 The First Aid coordinator will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### Reporting to Ofsted and child protection agencies

111 The SLT/ DSL will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

112 The pastoral manager will also notify Solihull Multi Agency Safeguarding Hub (MASH) Team of any serious accident or injury to, or the death of, a pupil while in the school's care.

## Training

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

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

115 Training records are kept on Citation Cloud system.

## Contractors, selection and management of

116 The Site Team supervise contractors on site where necessary

117 The Site Team maintain regular communication with contractors whilst on the school site

118 Contractors onsite are required to comply with the schools vetting procedures to assess level of supervision required. Where confirmation cannot be acquired contractors are supervised on site

## First Aid/ Medication

119 First Aid and medication is administered where possible to students at the first aid area in 'Pastoral'.

120 All personal medication that students may need to take at points throughout the day are stored at First Aid.

121 All First Aid administered to students is recorded in their student profile

- 122 The school ensures that there is First Aid coverage across the school by ensuring that enough staff are trained and that their training is reaccredited when needed
- 123 First Aid kits are stored in departments across the school where there is an increased risk.
- 124 A Defibrillator is stored in the Staff Room and staff training is completed online.

## Pond Management

- 125 The is sited away from any common walkways or footpaths
- 126 There is a high ridge around the accessible part of the pond
- 127 Warning signs are situated clearly and the bottom of the ridge

## Traffic management. Onsite vehicle movements

- 128 Visitor parking situated at the front of the school to prevent unnecessary driving around the site by visitors
- 129 Barriers are situated on the main drive between the road and the footpath
- 130 Bus park is situated at the front of the school next to the main gates

## Monitoring

- 131 This policy will be reviewed by the health and safety committee every 2 years.
- 132 At every review, the policy will be approved by the health and safety committee and the full Trust Board.
- 133 The Health and Safety committee will review the record of accidents and injuries to identify trends and concerns and to ensure all appropriate measures are taken to reduce risk.

## Links with other policies

- 134 This health and safety policy links to the following policies:
- First aid
  - Risk Management
  - Accident Reporting policy
  - Premises management
  - Care of pupils with medical needs
  - Accessibility policy
  - Trips Policy