

# 11: HEALTH AND SAFETY POLICY

---

Date Reviewed: August 2022

Next Review: August 2023

Revision number: 12

Reviewed by: BS

## 1. GENERAL STATEMENT

Cameron Vale School's Health and Safety Policy aims to ensure that, so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work.
- all pupils and members of the public, including parents, visitors and contractors 'who enter school premises, are not exposed to any health and safety risks during the course of their business.
- no work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced;
- all contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy.

## 2. PURPOSE AND AIMS

This school policy sets out the means by which it will fulfil the school's requirements for a healthy and safe environment for pupils, staff and visitors.

### **Cameron Vale School aims to:**

- Ensure that everything reasonably practicable will be done to safeguard pupils, staff and visitors.
- Make and keep under review relevant policies and procedures.
- Maintain a list of hazards within the school and keep this under review.
- Take immediate action where hazards are likely to turn into risks.
- Ensure that the school's health, safety and security arrangements are known and implemented.
- Provide relevant training in health and safety in relation to the roles and responsibilities of staff. For all staff, this will include training in:
  - Risk assessment
  - E-safety
  - Fire evacuation procedures

### **Members of staff are expected to:**

- Take reasonable precautions to safeguard the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
- Ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine.

- No person under the age of eighteen will be allowed to dismantle or clean a prescribed dangerous machine.

### **3. HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS:**

The school has appointed a Health and Safety Committee to plan, monitor and evaluate the Health and Safety needs of the school.

- Chair - Health and Safety Co-ordinator (HSC)	Bridget Saul
- Member of SLT	Bridget Saul and Chloe Thompson
- First Aider	Chloe Thompson
- Educational Visits Co-ordinator	Chloe Thompson
- EYFS Representative	Chloe Thompson
- Administration	Beth Lowe

**The Health and Safety Committee will meet half-termly – with a rolling Agenda to include, as a minimum, the following:**

- Review of accidents/incidents, near misses
- Review of risk assessments and trips visits
- Review of fire drills and procedures, including the condition of exit routes
- Review of daily checks in the EYFS
- Review of Health and Safety tours
- Review of items raised in staff meetings
- Review of absence records, bullying, behaviour and complaints logs

#### **Overall responsibility for Health and Safety**

- Review of accidents/incidents, near misses
- Quality of risk assessment in school
- Monitor the currency of qualifications
- Review of fire drills and procedures
- Monitoring of Health and Safety activity in school
- Daily checks in EYFS
- PE and Games
- Contractors
- Address items raised in staff meetings
- Policy and Procedure review
- Quality of off-site visit planning

### **4. CONSULTATION ARRANGEMENTS**

Staff are able to raise any concerns relating to health and safety directly with the SLT or members of the school's Health and Safety Committee. Concerns relating to maintenance of premises, facilities and equipment can be recorded in the maintenance book or reported directly to the school office. Health and Safety is a regular item on the agenda of staff meetings and staff can use this as a forum to discuss concerns. The school's leadership will communicate information about

Health and Safety to staff through staff meetings, briefings and INSET days, as well as by email. These occasions will also be used for health and safety training.

## **5. RISK MANAGEMENT**

Health and safety will be regularly discussed at staff meetings, and minutes of any discussion and action to be taken, will be kept and passed to the school's Health and Safety Committee via the Health and Safety Co-ordinator (HSC).

The Headteacher will ensure that generic risk assessments are made and kept under review. All staff will make assessments in areas they are responsible for, and will observe the risk controls that have been determined.

All members of staff undertake to inform the school office of any potential risk as soon as they perceive it. Risk assessments have to be carried out by 'competent' persons. The Headteacher will determine the criteria for a 'competent' person, but assessing risks in classrooms and teaching lessons is within the competence of a trained teacher.

All staff will use the school's risk assessment template (which can be obtained from the school office and is available to all staff on the shared drive), as a means of assessing risks.

## **6. FIRE SAFETY**

### **All members of the School will:**

- Familiarise themselves with the school's fire safety procedures;
- Ensure that fire doors open as intended and that nothing impedes their opening;
- Ensure that any fire equipment for which they are responsible is properly maintained and checked periodically;
- Know any special fire precautions for equipment and materials that they use;
- Check periodically that the fire notices are on display in their teaching areas;
- Ensure that pupils know the alarm and evacuation procedure and route from their areas to the assembly area;
- Keep a register of pupils present in each teaching period; and report to the Headteacher/main office any hazards likely to cause a fire.
- All staff have the responsibility for directing any visitors to the school to the assembly area in case of fire. Nevertheless, all staff must be aware that visitors will need to be properly supervised and directed.
- Training in action to be taken on hearing the fire alarm is provided by the school.

## **7. ON-SITE VEHICLE MOVEMENT**

There is no vehicle movement on this site

## **8. WORKING AT HEIGHT**

The school pays regard to the Working at Height Regulations (WAHR) 2005. Falls from height are one the biggest causes of death or major injury in the workplace. You are working at height if:

- You are working on a ladder or flat roof
- You could fall through a fragile surface.
- You could fall through an opening or hole in the floor.

### **Before working at height, you must work through these simple steps:**

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;

- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

In practical terms, staff should not, for example, use furniture such as desks and chairs to gain height to put up displays etc. Correct equipment should be used, such as a kick-step or step ladder. At greater heights staff should call on the help of someone who has had appropriate working at height training.

The Headteacher must make sure work is properly planned, supervised and carried out by competent people, including a risk assessment. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning. The school uses the step by step risk assessment flow chart provided by the HSE to evaluate risks: <http://www.hse.gov.uk/pubns/indg401.pdf>

Take a sensible, pragmatic approach when considering precautions for work at height. Factors to weigh up include the height of the task; the duration and frequency; and the condition of the surface being worked on. There will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

### **What do you need to consider when planning work at height?**

The following are all requirements in law that you need to consider when planning and undertaking work at height. You must:

- take account of weather conditions that could compromise worker safety;
- check that the place (e.g. a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;
- stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- store materials and objects safely so they won't cause injury if they are disturbed or collapse;
- plan for emergencies and rescue, e.g. agree a set procedure for evacuation. Think about foreseeable situations and make sure employees know the emergency procedures. Don't just rely entirely on the emergency services for rescue in your plan.

## **9. MANUAL HANDLING, SLIPS AND TRIPS**

Staff receive guidance on appropriate manual handling. Heavy or bulky items should be moved only by staff who have had appropriate training, which may be a site manager or maintenance staff. At all times appropriate equipment, such as a trolley, should be used to move heavy or bulky items. As serious injury, especially to the back, can result from incorrect lifting, staff should familiarise themselves with the correct method of lifting heavy or bulky objects.

Procedures are in place to reduce the risk of injury from slips and trips. The regular Health and Safety tours of the school include a consideration of potential risk of slips and trips, including the checking of external fire escapes. Appropriate signage is put in place to designate wet floors, particularly after cleaning or spillages, and, where necessary, pupils and staff will be directed to use an alternative route. The school ensures appropriate procedures to maintain, so far as is possible, safe movement around the school grounds in times or snowy or icy weather. This includes;

- A communication protocol to inform parents and pupils on occasions when the school has to close due to adverse weather conditions
- Designated responsibilities for appropriate clearing and salting/gritting of circulation routes
- Cordoning off/putting out of bounds any areas of the grounds deemed to pose an unacceptable risk of injury
- Consideration of whether any activities or events need to be postponed, cancelled or amended due to weather conditions.
- HSE guidance on manual handling can be found here: <http://www.hse.gov.uk/pubns/indg143.pdf>
- HSE guidance on manual slips and trips can be found here: <http://wwwhse.gov.uk/pubns/indg225.pdf>

- HSE guidance on the use of ladders can be found here: <http://www.hse.gov.uk/pubns/indg455.htm>

## **10. SAFEGUARDING PUPILS**

All staff must be aware of their duty to note and report any suspicions that a pupil might (however remotely) be subject to some abuse. The school will provide periodic training in the requirements for safeguarding pupils and in recognising potential problems. Any suspicions should be reported immediately to the school's Designated Safeguarding Lead.

Teaching staff are expected to teach risk management to pupils according to the National Curriculum requirements in their subject, and any requirements the school may have.

## **11. STAFF WELFARE/STRESS**

Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other. Staff who feel under stress that is more than the normal expected stress of working in the school should report this initially in confidence to a member of the school's leadership team. Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health.

## **12. LONE WORKERS**

When a member of staff is working alone in the school he/she should ensure that the school's procedure for signing in and communication are observed.

The HSE guidance on lone working can be found here: <http://www.hse.gov.uk/pubns/indg73.htm>

## **13. MANAGEMENT OF ASBESTOS**

An asbestos report has been undertaken which details any appropriate action to be taken in line with all professional guidance, to ensure the safety of everyone within the school.

## **14. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The school is vigilant in relation to requirements for the management of hazardous substances, this includes safe storage of substances and ensuring contractors and staff are aware of their obligations. Data sheets are stored in the school office.

## **15. MAINTENANCE OF PLANT AND EQUIPMENT**

The school has appropriate arrangements to ensure maintenance and servicing of plant and equipment, including the maintenance of appropriate records. This includes periodic testing of electrical appliances (PAT testing). The school's electrical items and also any belonging to staff or pupils and used in school are subject to this testing regime. Further useful information on PAT testing can be found here: <https://surreyfire.co.uk/pat-testing-explained/>

## **16. DISPLAY SCREEN EQUIPMENT (DSE)**

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious. Health and Safety regulations relating to DSE apply to workers who use this equipment for an hour or more at a time. The school provides a work place assessment for staff to whom this applies and enables staff to undertake training and information as required. Particular care should be taken in respect of staff who are pregnant or have epilepsy.

Further guidance on working with display screen equipment can be found here: <http://www.hse.gov.uk/pubns/indg36.htm>.

Guidance on undertaking a DSE assessment can be found here: <http://www.hse.gov.uk/msd/dse/assessment.htm>

## **17. RECORDS**

Appropriate records of risk management events and issues will be kept by the school office and will be periodically inspected by the school Health and Safety Co-ordinator (HSC), who will report on such matters at each Health and Safety Committee meeting.

Details of the school's RIDDOR reporting process can be found in the First Aid Policy.

## **18. ACCIDENTS**

All accidents involving staff and pupils MUST be recorded. Staff who are unsure about the system must seek advice from the First Aid co-ordinator, Chloe Thompson. The First Aid co-ordinator will monitor the accident book regularly, looking particularly for patterns and trends and will report on the school's accident record and other matters of first aid at each Health and Safety Committee meeting.

## **19. PUPIL BEHAVIOUR**

Pupil misbehaviour is one of the greatest risks to health and safety in any school. All staff have a common law and contractual duty to maintain good behaviour of pupils and to safeguard their health and safety. Staff must know the school rules that are designed to ensure pupil safety and to participate in ensuring that the rules are obeyed.

## **20. DEVELOPMENT PLAN**

The development of health, safety and security within the school will be part of the School's Development Plan as appropriate.

## **21. RESPONSIBILITIES:**

### **Governance of Forfar Education**

Overall responsibility for Health and Safety rests with Forfar Education as proprietor. The proprietor's effective oversight of the school's Health and Safety is facilitated through regular routines and reporting mechanisms, which include:

- Regular visits to the school by members of Forfar Governance and their strategies to maintain an up-to-date understanding of regulatory requirements
- A planned cycle of review of regulations and compliance
- The governors' annual review of safeguarding
- The Head's termly reports
- On-going access via email and telephone to the safeguarding governor, for consultation on regulatory and health and safety matters
- Governance oversight of the school's Self Evaluation documentation and School Improvement Plan

### **The Headteacher in conjunction with other staff members**

- is responsible for the implementation and operation of the policy as it affects their areas of responsibility;
- will familiarise herself with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities;
- will set up and implement safe methods of work;
- will apply effectively all relevant health and safety regulations, rules procedures and codes of practice;
- will instruct all staff, pupils and others under her jurisdiction in safe working practices;
- will carry out regular safety inspections of their areas and keep records of those inspections;

- will ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- will ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- will make available appropriate protective clothing and equipment, first aid and fire appliances;
- will ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- will provide appropriate health and safety information to relevant persons; and
- will report any health and safety concerns to the Health and Safety Committee.

**All Members of staff will:**

- be responsible to the Headteacher for the implementation and operation of the policy as it affects their areas of responsibility;
- familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- assist the Headteacher in ensuring that the school environment and practices are as safe as is reasonably practicable;
- set up and implement safe methods of work;
- apply effectively all relevant health and safety regulations, rules, procedures and codes of practice;
- instruct all staff, pupils and others under their jurisdiction in safe working practices (including fire safety);
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- use appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that toxic, hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate health and safety information to relevant persons;
- keep up-to-date with developments in their particular field of work; and report any health and safety concerns to the Health and Safety Committee.

## **22. MONITORING AND REVIEW**

The Headteacher will monitor the progress of the policy. The HSC will liaise with the Head and report to the Health and Safety Committee to ensure that it remains in line with school policies.