



## HOPE VIEW SCHOOL

### HEALTH AND SAFETY POLICY

#### **Rationale**

Our school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which pupils and adults can work together with confidence. It is the responsibility of the Senior Leadership Team and Proprietors to ensure this is the case.

In order to promote this, we must all take responsibility for being vigilant and be aware of possible risks. Pupils and adults should be encouraged to keep themselves and one another safe and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

#### **Aims**

- To provide a safe, secure and healthy working environment for staff and pupils
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment

#### **Objectives**

- Be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- Administer appropriate procedures according to fire regulations
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- Have a procedure in place for reporting faulty equipment and near misses
- Maintain regular checks of the building and safety and security
- Be aware of the pressures on teaching staff and the possible effects which stress may have
- Give guidance on lone working and personal safety
- Give guidance on the use of images
- Inform about what should be done in a case of emergency

## **Informing people of this policy**

New members of staff receive health and safety information as part of the induction policy.

## **Responsibilities of individual class teachers**

The Health and Safety at Work Act 1974 requires Proprietors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

1. Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
2. Observe standards of dress consistent with safety and/ or hygiene
3. Keep good standards of hygiene and cleanliness
4. Know and apply the procedures in respect of emergencies
5. Co-operate with other employees and the safety representative in promoting health and safety measures
6. Report any hazard or breakage (Routine checks via weekly spread sheet, for urgent attention log on spreadsheet and inform caretaker/SLT)
7. Follow health and safety instructions and use appropriate safety equipment and protective clothing
8. Maintain safely tools and equipment
9. Report any incidents, assaults or 'near misses'
10. Set a good example to the pupils in their care
11. Supervise pupils and ensure that they know about emergency procedures and safety measures
12. Ensure that pupils' bags, coats and belongings are safely stowed away (Under current Corona Virus measures, bags and coats remain with students, coats on chairs bags stored under desks)
13. Include all relevant aspects of safety in the curriculum.
14. Give clear instruction and warning as often as necessary
15. Ensure that relevant risk assessments are completed and followed
16. Ensure that pupils are made aware of existing and new health and safety information.

## **Responsibilities of SLT**

Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations
- New members of staff receive health and safety information as part of the induction policy.
- Draw the attention of the Head teacher to any breach of procedure amongst their team which cannot be dealt with
- Supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures
- The Head teacher or school Senior Manager is informed of any difficulties that occur and that near misses and accidents are reported and recorded
- They set a good example to members of their team and pupils
- They keep an overview of the parts of the premises for which they are responsible
- They keep up to date with new pieces of advice relating to health and safety
- They keep an overview of equipment and substances kept in their areas
- They complete necessary risk assessments and check that members of their team complete them when necessary
- They implement existing policies and follow advice and instructions

- They ensure up-to date training to comply with current health and safety standards

### **Responsibilities of the Proprietors**

1. Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
2. Ensure that policies relating to health and safety are in place and updated regularly
3. Enable a member of the Senior Leadership Team to have a key monitoring role in relation to health and safety including a termly walk around the school building with the caretakers and Head teacher
4. Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe

### **Responsibilities of the Senior Leader responsible for Health and Safety**

1. To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
2. To regularly review the safety and security of the school building.
3. To undertake risk assessments as and when required and review regularly
4. To put into practice and monitor the procedures described in associated policies i.e. first aid, emergency, fire, reporting of defects
5. To act upon referrals from employees
6. To ensure staff and pupils comply with agreed procedures
7. To record and inform relevant external agencies as and when appropriate
8. To ensure access to this policy and other health and safety information as legally required
9. Advise and inform the Proprietors as to health and safety practice, legislation and compliance
10. To ensure that appropriate logs and records of incidents are completed and acted upon
11. To ensure policies and employees are updated as to new legislation and guidance
12. To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations
13. To report matters of health and safety to the Proprietors
14. To report on any audits/ inspections to the Proprietors and follow-up any necessary actions
15. To ensure that procedures are in place to ensure the safety of contractors and hirers
16. To make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a pupil not registering and lunchtime evacuation
17. To ensure that escape routes are kept clear and monitor daily for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site
18. Ensure adequate first aid cover is provided
19. Health and safety team to include staff, Proprietors and school caretakers carry out safety walks at least twice per year to identify potential issues and act on them

### **Responsibilities of visitors**

Regular visitors and other users of the school will be required to observe the safety rules of the school. The Head teacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

**The Proprietors and member of Senior Leadership Team responsible for Health and Safety have agreed that the following procedures/ codes of practice shall be followed within the school:**

### **Defects**

1. Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the caretakers or Head teacher
2. The caretakers, in consultation with the Proprietors, will take steps to have the defect rectified i.e. by contacting the school's competent contractor. Minor defects to be rectified by the caretakers.
3. Details of significant defects will be recorded by the caretakers
4. Any member of staff discarding a faulty item or electrical item must ensure this item is removed from the Electrical Appliance Inventory

### **Accident reporting**

All accidents that occur on the site will be recorded in the accident book. This will also be logged on the accident form, available via the Staff Shared Area. This is to allow all accidents to be investigated. Where necessary, parents/ guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be informed immediately and the area sealed off to allow for an investigation to take place. All actions as laid out in RIDDOR must then be completed asap.<sup>i</sup>

### **Electricity**

The testing of portable appliances is arranged by the Proprietors as part of statutory testing. Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register. All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for
- All weekly checks and findings to be recorded in the weekly check spreadsheet

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

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the ICT Classroom (upper school/school office, lower school) which includes all cleaning materials. All COSHH materials have a Material Safety Data Sheet (MSDS) and a Risk Assessment. These are also kept in the H & S file located in the ICT Classroom.

In the event of a person becoming ill or requiring hospital treatment due to a COSHH related incident a copy of the RSDS and the risk assessment must accompany the injured party to medical attention. If the injured party requires treatment outside of school hours, then the documents can be forwarded electronically.

### **Access equipment**

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary. All possible risks assessed. See risk assessment for working at height.

### **Risk assessments**

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments is kept in the ICT Classroom (upper school and school office (lower School)). These are reviewed annually. Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.

### **Manual handling**

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the moving of dinner tables, the carrying of books, the movement of audio/ visual equipment and musical equipment.

Pupils should be taught how to safely move P.E. equipment. They should not be required to move heavy objects and should only move awkward objects with appropriate supervision. Staff are reminded about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action, they are involved with is having an effect on their physical health and well-being. See risk assessment for manual handling.

### **Educational visits**

Off-site educational visits are an important part of school life. Pupils benefit enormously from the opportunity to experience residential and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed, and that parents and school staff are involved in the preparation.

The school's Senior Manager will help support the planning process of a school visit and will give advice where needed. Necessary arrangements, information and preparation are to be completed by the member of staff responsible for the pupils experiencing the visit.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or pupils involved. Further details are included in our 'educational visits policy'. All forms required for planning of educational visits can be found in the staff shared area.

### **PE equipment**

The PE equipment is inspected annually. The PE co-ordinator is responsible for overseeing this inspection and for keeping a regular check of whether equipment is fit for purpose. Any significant findings must be reported to the caretakers.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Risk assessments are carried out for all areas used for P.E. See PE risk assessment for details (on and off site)

### **Contractors and visitors**

All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

### **Asbestos**

An asbestos register is available and shown to contractors prior to work beginning. This should be signed to confirm. An asbestos risk assessment is also available. There is no Asbestos at the upper school. The Deputy headteacher is responsible for the regular checks of all identified Asbestos locations. All checks/actions are to be recorded in the weekly check spreadsheet.

### **Fire**

Fire drills are held termly and will on occasion include:

- the blocking of an exit
- the removal of a pupil to test effectiveness of register checks
- lunchtime drills

### **Responsibilities during fire drill**

Senior Manager	Contact with alarm monitoring station Supervision of evacuation Evaluation of procedures Training and guidance
Fire Wardens	Check allocated areas and report clear
Administration assistant/ member of office staff	Calling the fire brigade
Office Staff	Roll call
Office staff	Registers Checking visitors

### **Responsibilities for class teachers**

During the first day of school all class teachers should explain to pupils what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear
- Ensuring main building aware of any fire or alarm and vice versa if fire or alarm is to an external building as alarms not linked.

Fire exit to be used – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

Assembly point – is on the front playground standing in registration groups. Where pupils have been in sets or working in other groups, they should return to their registration group for roll call.

Action on discovering a fire – pupils inform someone immediately and should never try to put a fire out themselves.

Keeping gangways clear – pupils should be reminded about hanging coats and bags out of the way

Reporting – registers will be taken out on to the playground by office staff. Once the register has been checked teachers should let the head teacher know that the class are all present.

The same procedure will be used in the event of any other emergency where evacuation of the school building is needed. For further information see ‘Emergency procedure’ policy.

### **Tests and checks (All tests/checks are recorded in the fire log book)**

Daily (site supervisor)	On arrival Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working On leaving Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed
Weekly (caretakers)	Test fire alarm systems and record in log (log above the fire panel) Test one alarm each week on a rota
Monthly (caretakers)	Check extinguishers are in the correct place Check emergency lighting and record in log
Termly (the headteacher)	Fire drill – on occasions to include the blocking of an exit, removal of a pupil and lunchtime evacuation Fire notices are contained in each room.
Six monthly (statutory testing)	Check emergency lighting and record in log
Annually  Statutory testing	Test fire alarm system Check door closers all in order Annual inspection of fire extinguishers Check emergency lighting and record in log

### **Lone working and personal security**

The proprietors as responsible employers do not expect any employee to go into a dangerous situation for which he/ she is not prepared. If you think you may be exposing yourself to danger in entering a building or site, you should not do so.

### **Staff working alone in the building**

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home

- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key
- If you are the last member of staff to leave, ensure that the door through which you leave locks behind you
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the main office or mobile phone
- Always be alert when leaving the building

### **Leaving an empty building**

- Carry out locking up and security checks from the inside of the building wherever possible
- Start the locking up process while there is still staff inside the building
- Set all alarms
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so

### **In the event of trespassers**

- Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason, they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.
- If it emerges that the person has no right to be on school premises, then
- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed
- If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.
- If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

### **In the event of a break in on site**

Remember personal safety is far more important than the protection of property.

1. Ensure that if pupils are still on site any available barriers e.g. magnetised doors, are put into operation
2. Alert colleagues who should call emergency services and seek assistance
3. Monitor the intruders and check their progress

### **In the event of an abusive parent/ adult**

- Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.
- Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.
- If any incident has occurred an incident form should be completed, and it may be necessary to inform the Headteacher for further action to be taken. Make sure you

attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

### **In the event of it being suspected that a pupil is carrying a weapon**

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils.

Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

### **Reporting Incidents**

Use an incident form to report all incidents, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police as it is a serious matter.

### **Links with other Policies**

Risk Assessment Policy

Fire Safety Policy

Policy Review Date: September 2022

Responsible Person: Mrs C Lorne - Headteacher

---