



## **Longacre School Health & Safety Policy**

**This policy includes the Early Years Foundation Stage**

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### **1. Statement of Intent**

### **2. Organisation**

- 2.1 Responsibilities
- 2.2 Health & Safety Committee
- 2.3 Communication
- 2.4 Training

### **3. Implementation**

- 3.1 Risk Assessment
- 3.2 Fire Safety
- 3.3 Accident Reporting (*See First Aid & Accident Reporting Policy*)
- 3.4 First Aid (*See First Aid & Accident Reporting Policy*)
- 3.5 Manual Handling
- 3.6 Display Screen Equipment
- 3.7 Hazardous Substances
- 3.8 Personal Protective Equipment
- 3.9 Alcohol and illegal drug
- 3.10 Electrical Safety
- 3.11 Use of Equipment
- 3.12 Lone Working
- 3.13 Working at Height
- 3.14 Asbestos
- 3.15 Control of Contractors
- 3.16 Stress at Work
- 3.17 Young Persons and Work Experience
- 3.18 Use of Vehicles
- 3.19 Off Site Visits
- 3.20 Departmental Safety Policy

#### **4. Monitoring & Review**

**Appendix 1.** Reference Legislation & Documentation

**Appendix 2.** Risk Assessment Register

**Appendix 3.** *What do you do if you hear a fire bell?*

**Appendix 4.** Manual Lifting Techniques

## Introduction

Health & Safety also encompasses Welfare.

This Health & Safety policy provides a framework by which Longacre School organises and manages its Health & Safety throughout the school, including the Early Years setting. It is not intended as a standalone document and implementation is to be achieved in conjunction with the Staff Handbook

The school is committed to adhering to all relevant legislation. A number of guidance documents were used in the preparation of this policy and these are contained in **Appendix 1**.

### 1. Statement of Intent

It is the policy of Longacre School to comply with the Health & Safety at Work Act of 1974 and associated legislation and to ensure that:

- All employees, pupils and members of the public including parents, visitors and contractors who enter our premises and those involved in off site visits are not exposed to any significant Health & Safety risks during the course of their visit or business;
- All employees are safeguarded fully in respect of health, safety and welfare whilst at work;
- No work is carried out by the school or a contractor 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 & Safety, including where necessary a written statement of policy.

#### a) Objectives:

The school's objectives are:

- To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced;
- To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the pupils, staff or the public;

- To provide means of access that are safe and without risks to health, including site security;
- To provide information, instruction, training and supervision, so far as is reasonably practicable, to ensure the Health & Safety at work of all employees and pupils;
- To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by the Health & Safety committee;
- To ensure the school will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.

**b) Responsibility:**

The Governors have ultimate responsibility for this policy. They delegate to the Head, who is responsible for implementation, aided by the Health & Safety Officer appointed as Chairman of the school's Health & Safety Committee, the Governors' Welfare Committee and any appointed specialist advisor on Health & Safety.

All employees have a legal duty to:

- Look after their own and others' Health and Safety;
- Under the common law, take care of pupils in the same way that a prudent parents would do;
- Take reasonable precautions in safeguarding the Health & Safety of themselves and others;
- Observe all Health & Safety rules and procedures as laid down by the school and use all Health & 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, injury, illness or damage.

**c) Staff Consultation:**

Health & Safety Officer, Bursar, Estates & Facilities Manager, First Aid Coordinator, and HR & Compliance Officer are members of the school's Health & Safety Committee. They meet termly and will consult and inform staff as appropriate.

Staff are informed regarding Health & Safety via Staff meetings and training sessions. Staff are encouraged to raise any Health & Safety concerns with management.

## **2. Organisation**

### **2.1 Responsibilities**

The following is an outline of the organisational responsibilities and arrangements for Health & Safety.

### **Governors**

- To appoint a Governing committee to oversee the Health & Safety and to work with the Head, who has specific responsibility for ensuring that the school implements its Health & Safety policy, reviews the effectiveness and has a process to learn and improve from the experience;
- To monitor the effectiveness of Health & Safety policy and practice via reports from the school's Health & Safety Committee.

### **Head**

- Overall responsibility for the management of health, safety and welfare issues within Longacre and during off-site activities with particular emphasis on pupil Health & Safety, but encompassing all employees, contractors and all visitors to the school;
- Oversight of communications with the Governors on Health & Safety issues;
- Ensuring that inspections are carried out to schedule and reporting on same to the Governors;
- Ensuring that recruitment complies with Safeguarding and Anti-Discrimination requirements.

### **Bursar**

- Responsible for managing the Health & Safety issues raised relating to school premises repair and maintenance. Arranges for contractors to carry work out ensuring the requirements of the Construction (Design and Management) Regulations 2007 are considered;
- Ensures overall site security;
- Obtain relevant approvals and safety compliance from planning authorities, surveyors and architects;
- Oversees the work performed through the catering and cleaning contracts;
- Attendance at the school's Health & Safety Committee meetings and the Governors' Governance, Remuneration and Risk Management Committee;

### **Deputy Head**

- Appointed as the educational visits co coordinator which includes ensuring appropriate risk assessments and checks undertaken and required to be organised for each trip

### **Health & Safety Officer**

- Be responsible for all Health & Safety matters;
- To update this policy and ensure implementation of practice to the Governors' Governance Committee in conjunction with SLT;

- Responsibility for the management of health, safety and welfare issues within Longacre and during off-site activities with particular emphasis on pupil Health & Safety, but encompassing all employees, contractors and all visitors to the school;
- The review of staff Health & Safety training requirements across the school in line with priorities and resource availability;
- Determining that all appropriate Health & Safety actions have been carried out effectively;
- Ensuring that inspections are carried out to schedule and reporting on same to the Governors;
- The Health & Safety Officer is the nominated person responsible for ensuring that the duties are properly discharged and should keep records of the following:
  - The fire risk assessment and its review;
  - The fire policy;
  - Fire procedures and arrangements;
  - Training records;
  - Records of inspection of escape routes;
  - Fire practice drills;
  - Certificates for the installation and maintenance of alarms, detectors, emergency lighting, firefighting systems and equipment.
- Communicating data on Health & Safety issues to staff;
- Arranging for accident and general Health & Safety investigations to take place;
- Ensuring all necessary remedial actions take place;
- Assists the Head who acts as “Competent Person” under the Management of Health & Safety at Work Regulations 1999;
- Ensure communications with staff on health & safety including that the findings of risk assessments are communicated to the appropriate staff;
- Organises Health & Safety training for staff;
- Keeps up-to-date with developments in Health & Safety and Welfare legislation. Updates the Health & Safety Committee on any significant changes affecting the school;
- Alongside the HR & Compliance Officer and Estates & Facilities Manager, ensures that the school minibus is adequately taxed, serviced and insured and that all daily and weekly Health & Safety checks are carried out to ensure that the safety of pupils and others is not compromised.

### **All Teaching staff including Teaching Assistants**

- Ensuring that they comply with the requirements of the Longacre School Health & Safety Policy;
- Making sure that all equipment is safe to use and not to use any tool, equipment or other implement that is unsafe;
- Determining that classrooms, play areas and general work areas are safe.
- Using personal protective equipment as required;

- Bringing to the attention of the Head or Health & Safety Officer any shortcomings or problems with Health & Safety procedures, practices, building fabric/ structure or plant, tools and equipment;
- Taking part in Health & Safety inspections and training.

### **First Aid Co-Ordinator**

- Member of the school's Health & Safety Committee;
- Has responsibility for first aid matters within the school;
- Responsible for maintenance of the school Medical Conditions Policy;
- Organises first aid training, keeps records of all first aid qualifications with the Head. Reports to the school's Health & Safety Committee on adequacy of training to meet Longacre policy;
- Performs first aid duties and gives first aid advice as required;
- Retains all accident records. Reports to the Health & Safety Committee on any incidents of repeat accidents and any serious accidents.

### **Administration, Caretaking, and Support personnel**

- Ensure that they comply with the requirements of the Longacre School Health & Safety Policy;
- Making sure that all equipment is safe to use and not to use any tool, equipment or other implement that is unsafe;
- Determining that classrooms play areas and general work areas are safe.
- Using personal protective equipment as required;
- Bring to the attention of the Head or Health & Safety Officer any shortcomings or problems with Health & Safety procedures, practices, building fabric/structure or plant, tools and equipment;
- Taking part in Health & Safety inspections.

## **2.2 Health & Safety Committee**

The school's Health & Safety Committee meets half termly.

The terms of reference of the Health & Safety Committee are:

- To ensure that significant risks to the wellbeing of pupils, employees, contractors and visitors on Longacre premises and on school trips are assessed and appropriate action taken to eliminate those risks or reduce them to an acceptable levels;
- To prepare a plan for the actions necessary to achieve the above, including definition of policies and procedures, to prioritise expenditure on Health & Safety matters within the available financial resources and to monitor the progress against the plan;

- To ensure that there are processes in place for recording significant incidents and that there is regular review of incidents, with the objective of improving performance;
- To ensure that there are processes in place to monitor adherence to policies and procedures relating to Health & Safety;
- To ensure compliance with the existing and future legal requirements regarding to Health & Safety;
- To promote Health & Safety within the school;
- To consider what material, publicity or training should be used in order to help promote Health & Safety throughout the school;
- To provide and report to the Governing Body, once per term, regarding Health and Safety;
- To report to the staff any issues relating to Health and Safety – to distribute minutes to the staff following Health and Safety meetings once a term.

### **2.3 Communication**

Staff are informed concerning their responsibilities regarding Health & Safety through the Staff Handbook, through training and information communicated in staff meeting briefings, including feedback following incidents including those reviewed by the Health & Safety Committee and through the regular visits of the appointed Health & Safety advisor.

Staff are encouraged to raise issues relating to Health & Safety with their immediate management, and if not satisfied, with management or members of the Health & Safety Committee.

Compliance with Health & Safety Policy is mandatory.

### **2.4 Training**

Safety training is regarded as a vital part of an effective Health & Safety programme. It is essential that every employee in the school is trained to perform his or her job effectively and safely.

Relevant training will be organised for all staff to undertake their roles and responsibilities. All staff, as part of their initial induction training, will receive Health and Safety training.

Training sessions will be held as often as is regarded necessary and will provide another opportunity for Longacre School personnel to express any fears or concerns they might have about health, safety and welfare issues.



Health & Safety training will be arranged by the Head, the Health & Safety Officer and the First Aid Co-ordinator as appropriate.

Training will be given to staff required to write or review risk assessments either individually or as a group as part of the weekly staff meeting training.

### 3. Implementation

#### 3.1 Risk Assessment

The risk assessment process is a systematic process with a view to promoting children's welfare. Risk assessment allows the school to decide on priorities, eliminate hazards and reduce the risks within the school and the activities associated with the school.

Risk assessments should accord with common sense and answer the questions, *what could go wrong; what might the result be and what action can we take to reduce the risk of both?*

The risk assessment process is relevant to and should be applied to all activities associated with the school including (*this list is not exhaustive*):

- Supervision of pupils within all aspects of schooling;
- Normal classroom activities and teaching;
- PE, Science, Art and other activities which may involve particular risks;
- Use of playgrounds and equipment;
- Traffic when arriving and leaving school;
- Sports;
- Off-site sport fixtures;
- Educational visits, specifically if residential, abroad or out of school hours;
- Unauthorised persons accessing the site;
- Use of the Internet;
- PTA events on the school site;
- Third party events on the school site;
- Use of the minibus and other shared transport.

The risk assessment has four purposes:

- To identify all things and activities which may cause harm;
- To consider the chance of that harm actually befalling anyone in the circumstances identified, and the possible consequences which could arise from it (the risks);
- To enable there to be plans for the introduction and monitoring of preventive measures to ensure that the risks are adequately controlled at all times;

- To identify the specific vulnerability of Early Years pupils.

### **Responsibilities:**

The management and oversight of all risk assessments is the responsibility of the Head, but delegated to the Health & Safety Officer on an operational level. The Health & Safety Officer will support the drawing up of all risk assessments and will provide the relevant training to support all other relevant staff in doing this.

Risk assessments are reviewed initially by the Health & Safety Officer with the support and advice of the schools Health and Safety Committee on an annual basis. The guidance and advice of the externally appointed Health & Safety Advisor will be sought where necessary. Where further controls are required this will be brought to the attention of the Head and acted upon in order to minimise the risk.

The completion of specific departmental risk assessments are the responsibility of the Senior Leadership Team or the member of staff with specific and overriding use of the specified area. The findings of all risk assessments will be cascaded down in Staff Meetings.

### **Risk Assessment Register:**

A risk assessment register is in place which outlines the location/activities and the responsibility for completing the risk assessments for the activities listed, and where the assessments may be found. All risk assessments are stored on the network and a master sheet stored in the Health & Safety Officer's Office.

Risk assessments are reviewed and updated on an annual basis. Key areas of risk will be reviewed and adjusted where necessary.

### **Training:**

Staff will receive regular training on conducting risk assessments. This will be annually in accordance with the updating period to assist staff in doing this effectively. For some key areas, external risk assessors will be employed, for example high apparatus for gymnastics.

## **3.2 Fire Safety**

The school has outlined a fire strategy to enable all preventive measures to be taken. This strategy is available in the New Staff Induction Handbook and the Fire Policy and Procedures.

### **Fire Risk assessment**

A fire risk assessment has been undertaken on the school. A copy of the fire risk assessment is located in the Health & Safety Officer's office. A review of the fire risk assessment will be undertaken when there are any significant changes that affect its risk precautions.

The findings of the fire risk assessment are communicated to the Health & Safety Committee. The actions arising from the assessment will be actioned by the Health & Safety Officer in consultation with the school's Health & Safety Committee, and the Governors' Governance Committee alongside the Finance Committee where applicable.

### **Fire safety plans**

All classrooms have been issued with a copy "*What do you do if you hear the fire bell*". **Appendix 2**. It is the responsibility of the Health & Safety Officer to ensure that these are in place.

### **Fire evacuation procedures**

- Staff fire procedures are contained in the 'New Staff Induction Handbook';
- Visitors and contractors procedures are displayed in the school reception.

#### **Appendix 2**

All staff must familiarise themselves with the position of the nearest fire alarm, fire extinguishers and fire exits.

Please refer to the Critical Incident document for the procedures required when events of a serious nature occur.

### **Fire Training**

Every new member of staff, including those employed temporarily or on a voluntary basis, will be given a briefing note on fire safety at the start of their first day of work.

The Health & Safety Officer will organise briefing sessions for all staff at appropriate intervals. The purpose of fire briefing is to ensure that:

- Everyone is aware of the importance of fire safety;
- The evacuation procedures can be carried out competently; and

- Appropriate staff have a basic knowledge of firefighting.

### **Fire Drills**

Once a term the school will hold a fire drill, organised by the Health & Safety Officer, the timing of which will be known to select staff. However, arrangements will be made to ensure that a fire call is NOT transmitted to the Fire Brigade.

The Health & Safety Officer will submit a report on the outcome of the fire drill to the Head. These are evaluated by the staff and then reviewed at the school's Health & Safety committee meeting, unless requiring more urgent action.

Once a term the intruder alarm will be tested and the drill will be followed.

### **Visitors/Contractors**

All visitors/contractors (other than parents/guardians collecting pupils) arriving at the school in term time are required to sign-in at the main reception. They, along with groups who use part of the premises, are given information outlining the procedures to follow in the event of the alarm being raised and the location of the relevant assembly points. During school holiday periods all the signing in and information provision will be the undertaken by the Health & Safety Officer and Estates & Facilities Manager.

Members of staff, at whatever level, will be responsible for the safety of their visitors at all times.

## **3.3 Accident Reporting**

The school will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 2013). See *'Medical Conditions Policy'* and *'First Aid and Accident Reporting Policy'*.

## **3.4 First Aid**

Longacre School will follow the requirements of the Health & Safety (First Aid) Regulations 2014 as amended and the Education (Independent School Standards) (England) Regulations 2014. See *'Medical Conditions Policy'* and *'First Aid and Accident Reporting Policy'*.

## **3.5 Manual Handling**

All manual handling activities are to be risk assessed in compliance with legislation.

Manual handling includes pushing and pulling, lifting and lowering, carrying and holding, loading and unloading, holding and restraining, reaching and holding, grasping and throwing, and operating levers and controls where force is required.

All senior managers must:

- Assess all manual-handling activities and consider whether they are likely to cause injury to the individual(s) concerned with the job. In addition consider whether the task can be avoided completely, e.g. by mechanisation, use of wheeled equipment, etc.
- For those tasks that present a risk of injury, and cannot be avoided, the senior managers must risk assess the activity and put in adequate control measures. As with the general risk assessment procedure, it is best to approach the work on an adhoc basis wherever possible, utilising the knowledge of those who carry out the work.

Longacre School will provide mechanical aids such as trolleys and provide instruction and training as identified

Guidance on manual lifting techniques is contained in **Appendix 3**.

### **3.6 Display Screen Equipment**

It is the school's policy to comply with the law as set out in the Health & Safety (Display Screen Equipment) Regulations 1992 in so far as the regulations affect the school.

The school carries out the following procedures to control the risks associated with Display screen equipment.

- Identification of "display screen users"(as defined by legislation);
- Assessment of the risks to the Health & Safety of those " display screen users " from the use of visual display equipment;
- Assessment of the workstations and identification of all necessary ergonomic preventive and protective measures needed;
- If deficiencies are identified in work practices or arrangement of workstations then corrective steps are taken.

The risks to "display screen users" will be reduced to the lowest extent reasonably practicable.

"Display screen users" will be allowed periodic breaks in their work. Eyesight tests will be provided for all "users" on request.

Where necessary “display screen users” will be provided with the basic necessary corrective equipment such as glasses or contacts lenses.

All “display screen users” will be provided with training on display screen units.

### **3.7 Hazardous Substances**

The school acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to prevent the exposure of staff and pupils to substances hazardous to health or to control any exposure to within acceptable limits.

There are five categories of hazardous substances, but at Longacre School only 2 main categories are identified i.e. one that has certain dangers (classed as an irritant; corrosive; harmful; toxic; oxidising) and dust arising from any work activity (such as dust created by contractors on site).

At Longacre, COSHH assessments will particularly apply to science, maintenance, art/ceramics departments.

In order to identify and carry out an assessment of risk the substance the following procedure will be followed.

- An inventory of all substances hazardous to health is kept on the school premises, with appropriate information;
- The schools, externally appointed, Health & Safety Advisor as a competent person is appointed to carry out risk assessments of the exposure of staff and pupils to hazardous substances;
- All school activities and operations which involve or may involve exposure to substances hazardous to health are assessed and appropriate control measures are taken if elimination or substitution of the substance is not possible;
- Each risk assessment is reviewed annually and all school activities and operations using hazardous substances are reassessed every three years;
- Personal protective equipment is provided for staff and pupils where required;
- All staff are provided with understandable information on the nature of the hazardous substances they work with. They are kept informed about any new information.

### **3.8 Personal Protective Equipment (PPE)**

Where hazards cannot be eliminated then the risk assessment process will identify where personal protective equipment (PPE) must be provided. Where identified the school will provide suitable personal protective equipment. Examples of personal protective equipment provided are gloves; safety goggles/ glasses, dust masks as appropriate.

The school via the Senior Leadership Team will ensure that the personal protective equipment is:

- Suitable for the purpose for which it is used;
- Suitable for the person who will wear it;
- Maintained in good condition;
- Replaced as and when necessary;
- Correctly used by all staff and pupils at all times.

It is each staff member's responsibility to:

- Wear the correct type of personal protective equipment;
- Wear the personal protective equipment correctly;
- Keep the personal protective equipment clean and in good working order;
- Ensure that the personal protective equipment fits;
- Teaching staff must ensure that pupils follow the above.

### **3.9 Drugs and Alcohol**

The school must provide a safe and secure environment for pupils, staff, and visitors. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, conduct, performance and relationships at work. The policy which applies to all employees, aims to

- Promote the health and well-being of employees and to minimise any problems during their work arising from the effects of alcohol or drugs;
- Identify and consequently offer employees with any possible problems referral to an appropriate source for diagnosis and treatments.

The person responsible for the implementation of the policy is the Head, supported by the Health & Safety Officer.

All medical confidentiality will be observed by the school.

The effect of alcohol and drugs during work at the school can have serious Health & Safety risks. Therefore to secure the Health & Safety of the pupils and the staff, the school has established clear rules

- Staff must not come into work under the influence of alcohol or drugs and must be within the legal limit to drive;
- Alcohol may only be brought onto the school premises with the Head's permission. It is recognised that social events may occur at which a modest

amount of alcohol may be served; such events will normally take place outside of school hours. It is each staff member's personal responsibility to ensure that whether they are driving or not they do not consume over the legal limit for driving;

- Residential trips, at least one member of staff must not consume alcohol above the legal limit for driving at all times;
- Staff should check with their doctor or pharmacist on the possible side effects of any prescribed drugs.

If a member of staff is suspected of being under the influence of alcohol they will be sent home. Staff absence will be recorded on the staff database. A record will be retained of the incident. The school reserves the right to question any unprofessional conduct. Such incidents may result in Staff disciplinary procedure being activated, as outlined in the Staff Handbook.

### **3.10 Electrical Safety**

Longacre School recognises the potentially fatal hazards associated with electrical supply.

The Electricity at Work Regulations 1989 requires employers to ensure, so far as is reasonably practicable, that all electrical equipment and installations are safe and without risk to health. Staff also have a responsibility to co-operate with the school and to comply with those regulations that are within their control.

- All electrical systems must be designed, installed and maintained by competent persons in accordance with the Electricity at Work Regulations 1989 and the latest edition (2002) of the IEE Wiring Regulations;
- All electrical equipment must conform to relevant British Standards and is kite marked or CE marked;
- The Health & Safety Officer must be informed of all portable electrical equipment brought onto site;
- All staff must ensure that electrical faults and hazards are reported immediately to the Health & Safety Officer who should ensure that the relevant corrective action is taken immediately;
- Once a faulty piece of equipment is identified it must not be used under any circumstances and if possible (without risk to personal safety) it should be isolated from the mains supply. If there is any likelihood of the equipment being reconnected by mistake then the plug should be removed;
- All Class 1 portable electrical equipment will, where necessary, receive regular appliance tests and any defects rectified before being issued or re-issued to staff;
- Routine visual inspections should be made;
- No person is to attempt to repair any faulty electrical appliances or carry out any electrical work without being 'competent' and without having management



authority, suitable training and correct equipment. Where necessary a permit to work may be required before certain high-risk work can begin;

- The school will keep a record of all formal inspections and repairs carried out to equipment or installations;
- Under no circumstances must electrical equipment be used if a fault is recognised and repairs may only be carried out by either an approved electrical contractor or a "competent" electrician.

### **3.11 Use of Equipment**

It is the policy of Longacre School to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Longacre School will ensure that all equipment used at work is safe and suitable for the purpose for which it is used. This includes tools and equipment used in physical education, science, art and ceramics, sports, play and maintenance activities.

Many types of equipment are so familiar that it is easy to forget the hazards they can present- electrical equipment being a good example. Other types of equipment are particularly dangerous because they have moving parts.

Senior Management must ensure that:

- All equipment is maintained in good order, guarded against access to dangerous parts and where necessary tested, inspected and serviced by competent persons;
- All staff and where applicable pupils are trained to use equipment correctly;
- Staff are trained to clean equipment safely;
- Damaged or faulty equipment is taken out of use until repaired by an authorised competent person.

#### **Damaged Equipment and Maintenance of Equipment**

If equipment is found to be damaged, broken or showing signs of not working correctly then:

1. Take the equipment out of use;
2. Label it as "out of order" and store in a safe place;
3. The fault should be logged via e-mail to the Health & Safety Officer. If the fault is serious then the Health & Safety Officers should be informed immediately and if urgent reported in person to the Caretaker and Finance Director;
4. NEVER try to repair the machine yourself unless you have been designated a competent person for the repair of the piece of machinery.
5. Pre-user checks and maintenance agreements to be checked by individual users daily.

### **3.12 Lone Working**

On very infrequent occasions staff may be classed as lone workers at the school. A generic risk assessment for lone working on the school premises is undertaken and issued to all staff that are identified as lone workers. This risk assessment provides detailed control measures required to be undertaken to minimise the risks of working alone. Staff and contractors are required to adhere to the control measures at all times.

The repairing of any live electrical equipment is prohibited for any lone workers.

Working at height tasks are prohibited where there is only one person on the school site. (See Longacre School Lone Working Policy)

### **3.13 Working at Height**

In accordance with the Working at Height Regulations 2005, staff undertaking all working at height activities will continually assess the risk. All risk assessments and safe systems of work must be adhered to at all times. Copies of these procedures are located with the Health & Safety Officer.

Longacre School management will ensure that

- All work at height is avoided wherever possible;
- Where it cannot be avoided then a risk assessment will be undertaken to establish work equipment or other measures will be used to prevent falls;
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

### **3.14 Asbestos**

The school has taken all reasonable steps to comply with the Control of Asbestos at Work Regulations 2012 and Managing Asbestos at your School February 2017 and manage asbestos. An asbestos survey has been undertaken by a specialist company and an asbestos management plan is in place. All asbestos containing materials identified in the survey as requiring removal have now been removed from the school premises. The Health & Safety Officer, as duty holder, ensures that where contractors are undertaking work which is likely to affect the structural integrity of the building, in areas where asbestos is present, the contractors receive a copy of the asbestos survey and a permit to work is issued. Each year the Estates & Facilities Manager inspects remaining asbestos containing material and updates the asbestos management plan.

### **3.15 Selection and Control of Contractors**

In selection of contractors to carry out work on the school premises or to provide services the following factors will be considered.

For long term contractors e.g. catering and cleaning:

- Establishing that contractor's personnel have been correctly vetted to ensure that they do not have criminal records that would make them unsuitable to work on school premises with children;
- Examination of contractor Health & Safety systems including any Health & Safety policy and risk assessments;
- Contractor accident records with details of any prosecutions;
- Contractor references;
- Assessment of contractor competence from previous experience or recommendation;
- Level of liability insurance held by the contractor.

For short term contractors e.g. electrical and plumbing:

- Where contractors are not DBS checked then there is control over the contractor to ensure he/she does not have unsupervised access to children.
- Insurance documents are obtained,
- Where relevant, risk assessments and working method statements will be obtained.

### **3.16 Occupational Health and Managing Stress in the Workplace**

Longacre School is committed to protecting the health, safety, welfare of its entire staff, it recognises that workplace stress may be a potential Health & Safety issue.

The Health & Safety Officer defines stress as "the adverse reaction people have to excess pressure or other types of demand placed on them." This makes an important distinction between pressure which can be a positive state if managed correctly and stress which can be detrimental to health.

The school will work to identify workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress, these risks will be regularly reviewed.

### **3.17 Violence to Staff**

Staff safety is a primary concern and staff who encounter any situation in which they fear their personal safety is at risk should in the first instance alert their line manager or in their absence a member of the Senior Leadership Team. All such instances should be reported to the Head.

Please refer to the Staff Induction Handbook with regards to the use of restraint.

### **3.18 Slips and Trips**

It is the responsibility of staff to ensure their own safety and that of other staff, pupils and visitors on site. In the event of a slip or trip hazard being identified warning should be given to those at risk and it should be reported to the Health & Safety Officer and Estates & Facilities Manager to take remedial action.

### **3.19 Young Persons and Work Experience**

The school may occasionally employ young persons (those under the age of 18). Young persons are particularly at risk due to their inexperience, youth and lack of awareness of school practices.

The Head, supported by the Health & Safety Officer and HR & Compliance Officer, is responsible for undertaking a risk assessment on the activities of the young person. A template risk assessment is provided for this purpose. Control measures will then be implemented to ensure that all hazards are eliminated or controlled to a safe level.

Controls will include

- Close supervision;
- No person will be allowed to operate equipment or any plant or vehicle until they are legally permitted to do so and have had the necessary training supervision and experience;
- All young persons will be given brief induction training.

### **3.20 Use of Vehicles and Movement of Vehicles**

Only staff authorized and trained to do so, may drive the school minibus. All authorised drivers must familiarise themselves with the school minibus procedures contained in the handbook and the school's Minibus Policy. It is the school's policy to ensure all drivers are adequately trained and regular refresher training is provided to all authorised drivers.

There is separation between pedestrians and vehicles on the front drive in the immediate vicinity of the school building. No parking is allowed on the front entrance drive at any time; or on the forecourt of Longacre House before 8:45am when it is restricted for drop off only. All children must be briefed on the rules of using the walkway around the drive and are to be supervised when crossing.

### **3.21 Educational Visits**

A separate 'Education Visits Policy' is located within Longacre's school policies.

### **3.22 Departmental Policies**

All staff must familiarise themselves with specific safety rules for their department contained in the following departmental policies.

- Science;
- Art;
- Design and Technology;
- Physical Education;
- Forest School;
- Leadership Hub.

### **3.23 In the Event of Emergency**

In the event of a health & safety emergency staff should contact the Health & Safety Officer either directly or through the office, who will assess the danger, take necessary action to reduce or eliminate the danger to staff and pupils and summon the necessary emergency or remedial services. In the case of a major incident the Critical Incident Plan will be followed.

### **3.22 No Smoking Policy**

Due to the risk to personal health, the role model for pupils and the increased risk of fire the school has adopted a no-smoking policy across the school site. If any person is seen smoking on site they should be reported to the Health & Safety Officer or the Head. Any request for a temporary dispensation for PTA event should be made to the Health & Safety Officer who will assess the application on its merit & risk.

## **4. Monitoring and Review**

To ensure the effectiveness of the Longacre safety policy in providing and maintaining environments and systems of work which are safe and without risk to health, procedures for monitoring and audit will be established:

- All Longacre staff and contractors are required to routinely and regularly inspect the areas within their control and carry out operational risk assessments where required;
- Regular school Health & Safety inspections will be conducted by the Health & Safety Officer and the report of the findings prepared by the Chairman of the school's Health & Safety committee;
- Selected activities will be reviewed from time to time to confirm that Longacre staff and contractors are satisfying their responsibilities and duties;

- Records of accidents and incidents will be reviewed by the Head and school's Health & Safety Committee to assist in the risk assessment process and in the setting of priorities;
- All Longacre employees are required to bring to the attention of a senior member of staff any areas of the School Policy for Health, Safety and Welfare that appears to be inadequate.

Once a term the school's Health & Safety Committee will discuss any accident reports and the performance of the school in compliance with the Health & Safety Policy, to establish areas where improvements in procedures and training could be made or are necessary. Committee reports and conclusions will be reported to the Governors and the Health and Safety Policy and risk assessments revised as required.

## Appendix 1 – Reference Legislation and Documentation

The school is governed by the following legislation.

Management of Health & Safety at Work Regulations 1999  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995  
Construction (Design and Management) Regulations April 2007  
Electricity at Work Regulations 1989  
The Gas Appliances Safety Regulations 1992  
The Gas Safety (Installation and Use) Regulations 1998  
The Pressure Systems Safety Regulations 2000  
Provision and Use of Work Equipment Regulations 1998 /2002  
The Lifting Operations and Lifting Equipment Regulations 1998 /2002  
The Control of Noise at Work Regulations 2005  
Control of Substances Hazardous to Health Regulations 2002  
Control of Asbestos Regulations 2006  
Manual Handling Operations Regulations 1992 (as amended)  
Personal Protective Equipment Regulations 2002  
Head Protection Regulations 1989  
Health & Safety (First Aid) Regulations 1981  
Workplace (Health, Safety and Welfare) Regulations 1992 /2002  
Consultation with Employees Regulations 1996  
The Work at Height Regulations 2005  
The Regulatory Reform (Fire Safety Order) 2005  
The Control of Vibration at Work Regulations 2005  
The Smoking Ban Provisions 1<sup>st</sup> July 2007

The following guidance documents were consulted in preparation of this document.

Health and Safety: responsibilities and duties for schools (2018)  
<http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>  
DFES: Health & Safety – Responsibilities and Powers  
Schools Education Advisory Committee “Managing Work Related Stress – A guide for Managers and Teachers in Schools  
Workplace (Health, Safety and Welfare) Regulations 1992, Guidance for the Education Sector.  
“Contractors in Schools”, Health & Safety Commission  
“Reporting School Accidents”, HSE Education Sheet.  
“The Responsibilities of School Governors for Health & Safety”, HSE  
“Workplace Health, Safety and Welfare, Approved Code of Practice”  
Managing Health & Safety on Work Experience – A Guide for Organisers  
“Electricity at Work – Safe Working Practices”, HSC  
“The Management of Health & Safety at Work Regulations 1999 / 2003, Approved Code of Practice & Guidance, HSC

“Managing Health & Safety – Five steps to success”, HSE  
Construction (Design and Management) Regulations 2007



## **Appendix 2 – Fire instructions to be posted in classrooms**

### **WHAT DO YOU DO IF YOU HEAR THE FIRE BELL?**

- 1. BE SILENT**
- 2. LINE UP AT THE CLASSROOM DOOR**
- 3. WALK, IN SILENCE, TO THE TOP SPORTS PITCH**
- 4. LINE UP IN THE CORRECT PLACE FOR YOUR FORM**
- 5. LINE UP IN REGISTER (ALPHABETICAL) ORDER**

**DO NOT GO INTO ANY BUILDINGS AFTER THE BELL HAS SOUNDED**

**IF YOU ARE PLAYING IN THE GROUNDS OR GARDEN, DOING SPORT, OR ARE IN ANY OTHER PLACE, WALK SILENTLY TO THE ASTRO TURF.**

**TEACHERS – CLOSE DOORS AFTER THE LAST PERSON HAS LEFT. TAKE YOUR REGISTER IF IT IS WITH YOU.**

## Appendix 3- Manual Handling Guidance Notes

### TWO HANDED SYMETRICAL LIFT

- **DON'T LIFT OR HANDLE MORE THAN YOU CAN EASILY MANAGE**

There is a difference between what you can lift and what you can safely lift. If in doubt seek advice or get help.

- **THINK BEFORE YOU LIFT**

Plan the lift. Where is the load going to be placed? Use appropriate handling aids if possible. Do you need help with the load? Think about the best way of lifting the load. For a long lift - such as floor to shoulder height - consider resting the load mid-way on a table or bench in order to change grip. Ensure your vision over the top of the load will not be obstructed. Try the object for weight first by lifting one corner slightly. Determine which side is heaviest.

- **CHECK THAT THE AREA TO WHERE YOU INTEND TO MOVE THE LOAD IS CLEAR AND NOT OBSTRUCTED**

Remove obstructions such as discarded wrapping materials. Open any doors on your route. Ensure there is a safe place to put the load down once you arrive at your destination.

- **ADOPT A STABLE POSITION**

Stand close to the object with the feet 12 - 15" apart and with one leg slightly forward to help maintain balance (alongside the load if it is on the ground). Be prepared to move your feet during the lift to maintain a stable posture.

- **ENSURE A GOOD HOLD ON THE LOAD**

Use the whole of the hand and not just the fingertips. If possible hug the load as close to the body as possible.

- **AT THE START OF THE LIFT, MODERATE FLEXION (SLIGHT BENDING) OF THE BACK, HIPS AND KNEES IS PREFERABLE TO FULLY FLEXING THE BACK (STOOPING) OR THE HIPS AND KNEES (SQUATTING)**

The latest research advises slight flexion of the spine, hips and knees - a major change from the previous 'straight back' advice. Extreme flexion of any joints, e.g. as in a full squat should be avoided.

- **KEEP THE LOAD CLOSE TO YOUR WAIST**

Keep the load close to your trunk for as long as possible. The distance of the load from the spine at waist height is an important factor in the overall load on your spine and back muscles. If a close approach to the load is not possible try sliding it towards you before attempting to lift it.

- **DON'T FLEX YOUR BACK ANY FURTHER AS YOU LIFT**  
This can happen if you begin to straighten your legs before starting to raise the load.
- **AVOID TWISTING YOUR TRUNK OR LEANING SIDEWAYS, ESPECIALLY WHILE THE BACK IS BENT**  
Keep shoulders level and facing in the same direction as the hips. Turning (by moving feet) after lifting is better than twisting and lifting at the same time.
- **KEEP YOUR HEAD UP**  
Look ahead, not down at the load once you have grasped it and secured it.
- **MOVE SMOOTHLY**  
Try not to jerk or snatch at the load as this can make it harder to keep control of the load and can increase the risk of injury.
- **PUT THE LOAD DOWN FIRST, AND THEN ADJUST IT.**  
If precise positioning of the load is necessary, put it down first then slide it into the desired position. Use the same technique to lower the load as to lift it. Keep the movement as smooth as possible.