Health & Safety Policy

Review

This policy will be reviewed by Governors every two years.

Policy first approved by the Governing Body on 13 September 2017

Approved by Governors on 15.11.2023

Signed: Chair of Governors

Headteacher

Review date: November 2025

[The Health and Safety Lead is the Business Manager – at the date of this policy that is Simon Winchester]

Informing people of this policy

This health and safety policy is kept in the policies folder in the Staff U Drive

Visitors have their attention ~~to~~ drawn to basic health and safety information on entry to the school as part of the signing in process on the iPad and cannot be admitted until they have confirmed, and those likely to visit school on a regular basis are requested to read the policy itself.

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

It is the responsibility of teachers to ensure that students are made aware of existing and new health and safety information that is pertinent to their day-to-day safety. This will be done via a range of forum including subject lessons, assemblies, PSHE and other approaches as required.

Responsibilities of staff

The Health and Safety at Work Act 1974 requires governors 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.

a) Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
b) Observe standards of dress consistent with safety and/ or hygiene
c) Keep good standards of hygiene and cleanliness
d) Know and apply the procedures in respect of emergencies
e) Co-operate with other employees and the safety representative in promoting health and safety measures
f) Report any hazard or breakage to the premises manager or member of the SLT
g) Follow health and safety instructions and use appropriate safety equipment and protective clothing
h) Maintain safely tools and equipment
i) Report any incidents, assaults or 'near misses'
j) Set a good example to the students in their care
k) Supervise students and ensure that they know about emergency procedures and safety measures
l) Ensure that students' bags, coats and belongings are safely stowed away
m) Make parents/volunteers aware of safety procedures in the classroom/ work area
n) Give clear instruction and warning as often as necessary

o) Where risk assessments require a subject specialist expertise these may be delegated - colleagues are welcome to request further support and/or training as required.

Responsibilities of leaders

Those responsible for subjects should ensure that:

- Staff working in the subject area are complying with health and safety regulations
- Draw the attention of the Headteacher/Health and Safety Lead to any breach of procedure amongst their team which cannot be dealt with
- The Headteacher/Health and Safety Lead or caretaker is informed if any difficulties occur and that near misses and accidents are reported and recorded
- They set a good example to colleagues and students
- 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 – this might be via staff in-service training, subject specific cluster meetings or from circulars that are received at the school
- They keep an overview of equipment and substances kept in their areas
- All donated equipment is safe for use, if necessary seeking specialist advice
- 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
- Ensure that Risk assessments are in place for practical subject areas

Responsibilities of the Governing Body

- Ensure that the health and safety representative has sufficient time to carry out their duties
- Appoint a governor who will take responsibility for health and safety issues
- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
- Ensure that policies relating to health and safety are in place and updated regularly
- Enable a member of the Governing Body to have a key monitoring role in relation to health and safety including a walk around the school building with the caretaker or staff health and safety representative – this should occur in terms 2, 4 and 6
- Approve as appropriate arrangements for residential trips according to LA guidelines
- Ensure that safety standards for purchased goods and equipment are fully met.

Responsibilities of the Headteacher/Health and Safety Lead

- To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
- To regularly review the safety and security of the school building including health and safety issues within the Headteacher report
- To undertake risk assessments as and when required and review regularly
- To act upon referrals from staff
- To ensure staff and students comply with agreed procedures
- To record and inform relevant external agencies as and when appropriate
- To ensure access to this policy and other health and safety information as legally required
- Advise and inform the Governing Body as to health and safety practice, legislation and compliance
- To ensure that appropriate logs and records of incidents are completed and acted upon
- To ensure policies and employees are updated as to new legislation and guidance
- To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations
- To ensure that temporary or supply staff are informed of health and safety practice
- To meet with the health and safety governor at least annually to discuss health and safety issues
- To meet with the staff's health and safety representative
- To report on any audits/ inspections to the governing body and follow-up any necessary actions
- To ensure that procedures are in place to ensure the safety of contractors and hirers
- 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 student not registering and lunchtime evacuation
- To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, students and visitors, immediately acting with a view to the highest priority the safety of all on site
- Ensure adequate first aid cover is provided

Responsibilities of visitors

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

Parents visiting the school will be made aware of the health and safety arrangements by the teacher who they are working/meeting with.

The Governing Body and Headteacher 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 caretaker or Headteacher/Health and Safety Lead
2) The caretaker, in consultation with the Headteacher/Health and Safety Lead, if necessary, will take steps to have the defect rectified,
3) Details of non emergency defects will be reported on the school's standardised form (caretaker job ticket) for this purpose
4) The appropriate ticket will be reviewed by the Health and Safety Lead and will be the trigger for the caretaker addressing the defect (In her absence this would be deferred to the next most senior member of staff)
5) Any member of staff discarding a faulty electrical item must also inform the caretaker so that this item may be removed from the Electrical Appliance Register

Accident reporting

All serious accidents that occur on the site should be recorded on a Swindon Borough Council accident form and the details forwarded immediately or as soon as is possible. All minor accidents should be reported in the minor accident book. Where necessary, parents/ guardians or other persons should be notified of the accident. These books can be found in Reception

If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use. Where the accident is of the type requiring notification to the Health and Safety Executive the Headteacher/Health and Safety Lead will process the appropriate form.

Electricity

Our school ensures testing of portable appliances is undertaken annually. 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 by the Administration Officer. All defective items are removed or repaired. PAT tests are also carried out annually on all portable electrical appliances and staff are reminded that they must ensure that the tests are up-to-date before using them.

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

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 office which meets COSHH requirements. This will be readily available so that risk assessments and manufacturer's safety data can be found if key staff are absent

Access equipment

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving (see working at height guidance). Consideration should be given to the appropriate clothing and footwear necessary.

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 undertaken by teachers, non-teaching staff and/or students. A list of risk assessments and pro formas are available on the Read-only staff drive. These are reviewed regularly and also in line with any changes in Government policy

Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered.

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 carrying of books, the movement of audio/ visual equipment, the movement of music equipment.

Students should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded annually 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 affect on their physical health and well-being.

Where students require manual handling a trained member of staff is available to give advice and train any staff willing to undertake manual handling activities to support a student. The school's manual handling trainers are Gail Barlow, Tracy Pinnock, Claire Bridges and Emily Johnston-Snook

Positive Handling

Crowdys Hill School is committed to ensuring that all staff with responsibilities for student's safety and welfare will deal with all incidents involving aggressive behaviour, and only use physical intervention as a last resort in line with DFE and LA advice {see Behaviour for Learning Policy).

If used at all it will be in the context of a respectful, supportive relationship with the student.

Educational visits

Off-site educational visits are an important part of school life. Students benefit enormously from the opportunity to experience residentials 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, LA and school staff are involved in the preparation.

Our Educational Visits Co-ordinator must sign all trip risk assessments. Necessary arrangements, information and preparation are to be completed by the member of staff leading the visit.

Pre-site visits are always recommended when the school has not visited the site before, 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 students involved.

All residential visits and extreme sports or activities, such as rock climbing, or horse riding, need approval from SBC.

Work experience

We encourage students to undertake work experience placements. We abide by the local authority's guidance on this matter. We do ensure that those setting up placement are aware of those students with problems.

PE equipment

The PE co-ordinator is responsible for overseeing whether equipment is fit for purpose.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with students with behavioural, medical or co-ordination needs. It may be necessary for additional TA support to be given where there are concerns.

Use of the sports field

As the sports field is across a public footpath from the school it is important that:

- no student is allowed to enter the sports field unsupervised
- members of staff who are on their own take a mobile phone with them in order to alert staff in school if a problem arises
- staff should consider at all times the needs of individuals and the likely difficulties they might encounter
- Staff should close all gates when using the school field.

Before beginning any activity staff should:

- check the playing area to ensure that it is clear and ready for use

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. An asbestos register is available and shown to contractors prior to work beginning. Contractors need to sign on the sign in app to confirm they have been made aware of the register. Further information is contained in the asbestos policy.

Display Screen Equipment

All work stations used regularly by staff require a risk assessment. Staff heavily using such equipment should have training in the use of the DSE.

Fire

Fire drills are held termly and will on occasion include:

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

Responsibilities during fire drill

SLT	Per Evacuation Plan
Site Team	Per Evacuation Plan
Administrative Team	Per Evacuation Plan
Tutors	Take registers, inform HTu or SLT of absent students
Support Staff for students with a PEP	Please follow guidance on plan. All other staff please evacuate and support as necessary

Responsibilities for classteachers (or teaching assistant/ mid-day supervisor if classteacher not onsite)

During the **first day of school** all classteachers should explain to students what the procedure is should the fire bell sound. Also subject teachers should explain the procedure to be observed in their own teaching areas. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

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 turning circle area in registration groups. Where students have been in sets or working in other groups, they should return to their registration group for roll call. Primary classes (named on evacuation plan) will meet in the back playground, and may leave the site through the back gate if advised by fire marshall.

Action on discovering a fire – students inform someone immediately and should never try to put a fire out themselves.
Keeping gangways clear – students 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 and handed over to class teachers. Once the register has been checked teachers should let the office staff know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information, see 'Emergency

procedure' document. This also provides information about the notification of staff, parents and LA in the event of school closure.

Tests and checks

Daily (the caretaker)	**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 (the caretaker)	Test fire alarm systems and record in caretaker's log Test one alarm each week on a rota
Monthly (the caretaker)	Check extinguishers are in the correct place
Termly (the Headteacher/Health and Safety Lead)	Fire drill – on occasions to include the blocking of an exit, removal of a student and lunchtime evacuation
Six monthly (the caretaker)	Check emergency lighting and record in log
Annually (Swindon Borough Council or approved contractor)	Test fire alarm system Check door closers all in order Annual inspection of fire extinguishers

CHS - Fire Marshall Checklist

The role of the Fire Marshall here at CHS is to check the building and report concerns (see page 11)

Marshalls are advised:

- Not to fight the fire – that is not your role
- Not to go into a burning or smoking room
- Use vision panels where appropriate
- Feel for heat, using the back of your hands, on doors with no vision panels
- To look under desk etc. to ensure rooms are empty
- To wear High Vis jacket where available

Lone working and personal security

The LA, as a responsible employer, does 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.

Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch and a personal attack alarm with you
- Take a mobile phone
- Look outside your own home before going out in case someone is watching you leave
- Tell someone where you are going and how long you are likely to be

If police are attending the incident, then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside
- Do not enter or approach a building on your own if you are concerned for your safety
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary

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 locked 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 staff room, main office or mobile phone
- Do not undertake hazardous activities
- 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. Do not 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 students are still on site any available barriers 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. Do select a room with easy access to an escape route. Staff to position themselves accordingly. 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 a Concern Form should be completed it should be recorded on CPOMS and it may be necessary to inform the governors and/ or LA 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 student 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, inform the Headteacher/Health and Safety Lead who will 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 student in the presence of other students. Preferably two or more members of staff should divert the student or person to a place where no other students are present.

Although new legislation allows staff to search students for weapons it is our belief that in most instances this task should be undertaken by the police who are properly equipped to undertake such a search.

Reporting Incidents

All incidents must be reported to the business manager, 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 and the LA, as it is a serious matter. The Headteacher/Health and Safety Lead or deputy Headteacher/Health and Safety Lead will offer guidance on how this should be done.

Head lice

The problem with head lice is of great concern to the local community. It is a community problem that can be a particularly sensitive area within schools. We respect the concern that parents voice when students in the same class as their own remain in school untreated. However, the responsibility for ridding of headlice rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

Principles

As far as possible no one with head lice will be made to feel embarrassed by their identification. Staff will at all times be considerate as to the need for sensitivity.

Procedures

IF A REPORT IS RECEIVED – Parents of student in the class are sent a letter asking them to check their son/daughter's hair

First Aid

RESPONSIBILITIES

Crowdys Hill School trains all TAs as first aiders. It has been ascertained that there should be a minimum of twenty trained first aiders at any time. A list of these is kept in the staff room and is also on the staff noticeboard.

Although these individuals can be requested for advice and support during the school day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal school duties.

EQUIPMENT

The first aid box is kept in the school medical room. It contains only approved equipment, together with guidance on the treatment of injured people. It also contains gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection.

For the supervising of an out-of-school visit there is a first aid container available – staff must ensure that this is taken on a trip.

A named first aider should check and replenish stocks as necessary.

PROCEDURES

In case of concern about the health of an individual the following precautions should be followed:

1. the student is sent to a qualified first aider
2. the injury/ concern is checked and an assessment made of the level of treatment needed
3. a decision will be communicated to the classteacher and or head/ secretary as necessary
4. parents are informed when necessary

Levels of action include:

- treatment on school premises for minor ailments/ accidents – Minor Accident Book
- treatment on school premises with a letter sent home or telephone call informing parents of the nature of the incident/ accident – Minor Accident Book
- parents contacted immediately – Accident Book – LA informed if sufficiently serious, via the Headteacher/Health and Safety Lead
- if parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital – Accident Book – LA informed if sufficiently serious via the Headteacher/Health and Safety Lead.
- if a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed A informed if sufficiently serious via the Headteacher/Health and Safety Lead.

In each case every attempt should be made to:

- check the injury to the best of our ability
- inform the relevant people in the case of more serious incidents. This includes:

  - the Headteacher/Health and Safety Lead

- the parents
- the LA
- keep accurate records of the injury, events leading up to the injury and actions subsequently
- err on the side of caution
- consider the needs of the student as central to all actions

MEDICATION

- Our school will take reasonable steps to store medicines and make them reasonably available to students. We have a specific policy outlining our approach on this issue.

Smoking and vaping

To help ensure that we offer students, staff and visitors a safe, secure and healthy environment our school has adopted a no smoking or vaping policy which is stated within the Code of Conduct for staff. This covers the school, playgrounds and playing fields. We also have a legal duty to combine with national legislation on this issue.

Health and safety during science experiments

The use of practical equipment during science lessons is encouraged. We recognise the benefits of students being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- be sensible during the experiment
- follow instructions immediately
- only touch equipment when you are told to
- carry equipment with care and always walk
- make sure any equipment used is returned carefully
- inform your teacher of any breakages
- if you're not sure – ask!

All experiments should be carefully planned and prepared for. Preparation should include:

- consideration of staffing levels
- consideration of group mix
- room dynamics
- a risk assessment according to the materials and equipment to be used
- breakages of glass should be disposed of in a sharps bin

Where there are any concerns or queries the science coordinator should be consulted.

For hazardous activities risk assessments should be included either within the scheme of work or the lesson notes.

Swimming lessons

The 'duty of care' is shared between the class teacher and swimming teacher whilst the students are on the poolside.

Medical considerations

- Students with severe colds, open wounds, sores should be excluded from the water.
- School medical records should be checked carefully and any relevant medical disabilities reported in writing to the swimming teacher. Students with asthma should ensure that they bring their inhaler.

Supervision

- Students should go to the toilet, blow their nose and shower before going onto the poolside.
- Students and teachers should not chew anything during the lesson.
- There should be no outdoor footwear on the poolside and all teachers must carry a whistle.
- Students are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation.
- All students and teachers must understand the pool emergency procedure.
- Teachers may only teach on poolside and may not enter the water to demonstrate or assist. Teachers should be suitably clothed and wearing training shoes.

Poolside

Teachers must have a whistle and use this to alert the staff to any difficulties.
The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.

In the event of a rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

Emergency evacuation

The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit.

Under no circumstances should students be taken to the changing areas to collect their belongings.

Teachers are responsible for ensuring their class is fully accounted for by taking a register.

Health and well-being of staff

Consideration is given to providing the best working environment for the health and wellbeing of staff.

Monitoring arrangements

The governors will call for annual reports on:

- accidents/ incidents
- results of internal or external health and safety inspections
- complaints
- summary of 'walk about' information from health and safety link Governors

Additional policies (some of which may be Borough policies):

Please also refer to:

Fire Risk Assessment
Evacuation Plan
Personal Evacuation Plans
E-Safety policy
Lone working policy
Guidance on working at height
Administration of medication policy
Health and well being policy
First Aid policy
Manual Handling policy
Safeguarding policy
Asbestos policy