



# Ranelagh School

## Health and Safety Policy

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## 1. Aims

Our school aims to:

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

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues. This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 The governing body

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing body has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks

- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Mr John Boylan

### **3.2 Headteacher**

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise students
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing body on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

### **3.3 Health and safety lead**

The nominated health and safety lead is Mrs Carolyn Moir, Head of Finance and Operations.

### **3.4 Staff**

School staff have a duty to take care of students in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them

### **3.5 Students and parents**

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

### **3.6 Contractors**

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

#### 4. Site security

The Site Manager and Site Controller are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Manager and Site Controller, Headteacher and Deputy Headteacher are key holders and will respond to an emergency.

#### 5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Emergency evacuations are practised at least once a term. The fire alarm is a loud, continuous siren. A bell test takes place daily. New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may only be used by staff and only when they are unable to exit the building without putting themselves or others at risk.
- Staff and students will congregate at the assembly points. These are at the front of school, on the playing field.
- Form tutors will take a register of students, which will then be checked against the attendance register of that day.
- The Headteacher will be responsible for ensuring that a register is taken of all staff and visitors.
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter.

**The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.**

A fire safety checklist can be found in appendix 1.

#### 6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by technicians in relevant departments and circulated to all employees who work with hazardous substances. External contractors, including the school's cleaning contractors, are responsible for undertaking their own COSHH risk assessments. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Additional information on how hazardous products are stored and details of student access to substances will be included in the risk assessments.

Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### **6.1 Gas safety**

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

### **6.2 Legionella**

- A water risk assessment has been completed on 09.11.17 by Aquavent Ltd. Stewart Sinclair, Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every five years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated through the school's service contract with Servio Ltd, of Basingstoke. Measures include the following: tap temperature checks, testing and dosing of heating and hot water, flushing of water systems, descaling of shower heads and disinfection of showers.

### **6.3 Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site and is kept in the Site Manager's office.

## **7. Equipment**

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

### **7.1 Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## 7.2 PE equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager

## 7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work will complete a display screen equipment (DSE) self-assessment-(model document to be provided by RPA and included at appendix 2) . 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## 8. Lone working

Lone working may include:

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

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

When lone working is to be undertaken by site staff, the lone working alarm must be worn at all times. The lone worker will ensure that they are medically fit to work alone.

## 9. Working at height

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

In addition:

- The Site Manager retains ladders for working at height
- Only trained staff and students are permitted to use a ladder
- Students who are permitted to use a ladder must be supervised by a suitably trained, competent member of staff throughout
- Staff and students will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **10. Manual handling**

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

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **11. Off-site visits**

When taking students off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- There will always be at least one first aider on school trips and visits

## **12. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## **13. Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from students, visitors or other staff.

## **14. Smoking**

Smoking is not permitted anywhere on the school premises.

## **15. New and expectant mothers**

Risk assessments will be carried out by Carolyn Moir, Head of Finance and Operations, whenever any employee or student notifies the school that they are pregnant.

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## **16. Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## **17. Accident reporting**

### **17.1 Accident record book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 3
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the student's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **17.2 Reporting to the Health and Safety Executive**

Iain Cox, office administrator with responsibility for accident recording and reporting, will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). Iain Cox will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)

- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

**How to make a RIDDOR report, HSE**

<http://www.hse.gov.uk/riddor/report.htm>

**18. Training**

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

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

**19. Links with other policies**

This health and safety policy links to the following documents:

- Risk assessments
- Supporting students with medical conditions
- Accessibility plan
- Safeguarding

## Appendix 1 Fire safety checklist

Issue to check	Yes/No
Are fire notices prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and students understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2 Display screen equipment (DSE) self-assessment

## Appendix 3 Accident report

### Incident Report Form (IRF 03/19)

Input data into Online Incident Form at: <https://www.reportincident.co.uk/bracknell>  
 If for any reason the Online Form is inaccessible send a hard copy (retain original) to:  
 Corporate H&S, 4<sup>th</sup> Floor, Time Square, RG12 1JD. Certain workplace incidents are  
 reportable under RIDDOR to the HSE. For more information on RIDDOR contact a  
 H&S Adviser: 01344 352000 or go to: <http://www.hse.gov.uk/riddor/index.htm>. ✓



**Was a Person Involved in the Incident?** Yes (Yes will include: a near miss, threatening behaviour, verbal abuse, racial abuse etc.)

#### Your Details (Person completing this form)?

Title/First Name/Surname:

Tel No: 01344 421233

#### Address where the Incident occurred?

Building:

Street:

Postcode:

Where on the premises did the incident occurred? (E.g. stairs, playground, etc.):

#### The Incident

Date of Incident:.....

Time of Incident:.....

#### Incident Type? (tick box):

Slip/Trip/Fall	<input type="checkbox"/>	Contact with Machinery	<input type="checkbox"/>	Exposure: fire	<input type="checkbox"/>
Fall From Height	<input type="checkbox"/>	Contact with Electricity	<input type="checkbox"/>	Exposure: explosion	<input type="checkbox"/>
Handling / Lifting	<input type="checkbox"/>	Struck by vehicle	<input type="checkbox"/>	Verbal Abuse	<input type="checkbox"/>
Trapped by Object	<input type="checkbox"/>	Exposure Hot Surface	<input type="checkbox"/>	Racial Incident	<input type="checkbox"/>
Struck against fixed	<input type="checkbox"/>	Contact Harmful Substance	<input type="checkbox"/>	Sexual Harassment	<input type="checkbox"/>
Struck by Object	<input type="checkbox"/>	Physical Violence	<input type="checkbox"/>	Medical issue/ill-health	<input type="checkbox"/>
Drowning	<input type="checkbox"/>	Road Traffic Collision	<input type="checkbox"/>	Near Miss	<input type="checkbox"/>
Injured by Animal	<input type="checkbox"/>	Asbestos Exposure	<input type="checkbox"/>	Runaway child	<input type="checkbox"/>
Finger Traps	<input type="checkbox"/>	Self Harm	<input type="checkbox"/>	Other	<input type="checkbox"/>

#### Describe what happened?

#### If the incident involved a person circle as appropriate:

Employee

Pupil (Schools Only)

Member of Public

Contractor

Volunteer

#### Was there an injury? (includes verbal abuse and a near miss) Yes/No

#### Injuries? (tick box):

Aches/Pains	<input type="checkbox"/>	Bruises	<input type="checkbox"/>	Cuts	<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Spinal Injury	<input type="checkbox"/>
Amputation	<input type="checkbox"/>	Burns/Scalds	<input type="checkbox"/>	Dislocation	<input type="checkbox"/>	Head Injury	<input type="checkbox"/>	Sprain/Strain	<input type="checkbox"/>
Asphyxiation	<input type="checkbox"/>	Crushed	<input type="checkbox"/>	Electric Shock	<input type="checkbox"/>	Nausea	<input type="checkbox"/>	Unconscious	<input type="checkbox"/>
Back Injury	<input type="checkbox"/>	Chest Pains	<input type="checkbox"/>	Eye Injury	<input type="checkbox"/>	Poisoning	<input type="checkbox"/>	No Injury	<input type="checkbox"/>

#### Body part(circle as appropriate):

Ankle / Arm/upper limb / Back / Ear / Elbow / Eye / Face / Finger / Foot / Hand / Head / Several head locations / Several upper limb locations / Hip / Knee / Leg / Neck / Shoulder / Toe / Trunk / Wrist / Several

lower limb locations / Several torso locations / Several locations / General locations / Other

**Severity of Injury? (circle as appropriate)**

Minor injury / Major injury / Fatality / Taken to Hospital / Dangerous Occurrence / Other Incident

**Has the Incident been Reported to the HSE?** Yes / No

**Did the Person? (tick relevant boxes):**

Go to Hospital

Go home

Receive First Aid

Go for treatment elsewhere

Remain at work/school

None of above

If yes who administered First Aid?

What treatment was given:

If referred to Hospital by what means(circle as appropriate):

Ambulance / Member of staff's car / Made own way / Taxi / Other

**Time off Work (Employees Only):**

Number of days off work were: .....

**Details of the Person Involved:**

Forename & Surname:

Address:

Town: Bracknell

Post Code:

Tel No: 01344 421233

**Gender:**

**Age:**

If a minor has the parent/guardian been informed Yes

**Was there any property damage?**

Description of item damaged: .....

How did the damage occur? .....

Have repairs been carried out Yes/No Have repairs been ordered Yes/No By whom.....

If no why not

**Were there any witnesses? No**

Name:

Name:

Address: .....

Address: .....

..... Tel No: .....

..... Tel No: .....

**Remedial action taken by Head Teacher to prevent re-occurrence?**

**Head Teacher - Please Print Name: Beverley Stevens**

