



# Normanhurst School

## Health, Safety and Welfare Policy

### Main School and EYFS

#### Introduction

This document indicates the School's organisation and arrangements for implementing an effective Health and Safety Policy. The school is committed to high standards of health, safety and welfare and will take all reasonable steps to ensure the Health and Safety Policy and other health and safety advice and guidance are implemented. The aims of this policy are:

- To provide a safe and healthy environment for children, staff and all other people who come onto the premises of our school.
- To ensure that all members of the school community understand their own responsibilities of maintaining a healthy and safe environment.

#### Responsibilities

##### All members of the school community

All members of the school community (teaching and non-teaching staff, parents and pupils) work towards the school's aims by:

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment
- Being familiar with all instructions and guidance of safety within the school
- Using common sense at all times to take responsible care for their own safety and that of others
- Reporting all accidents, reportable diseases, ill-health, dangerous occurrences and near misses without delay to the Health and Safety Officer

##### Group Managing Principal

The Group Managing Principal recognises his health and safety responsibilities by:

- Ensuring that safe work practices and procedures are applied within school
- Make termly inspections to ensure that a safe and healthy environment is maintained
- Establishing a system for the reporting, recording and investigating of accidents and ensuring that this is applied rigorously
- Ensuring that all members of the school community are aware of their own responsibilities
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken
- Ensuring that all staff are familiar with the Health and Safety Policy of the school and any other codes of practice and legislation
- Ensuring that the Health and Safety Officer carries out risk assessments, records results and implements control measures
- Facilitating safety training for staff
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire-fighting equipment is available and maintained
- Signing the Annual Health and Safety Statement of Intent held by the Group Operations Manager.

## **Headmistress**

The Headmistress is responsible for ensuring that:

- The Health and Safety Committee is established and meets at least once a term
- The School's Health and Safety Policy is brought to the attention of all staff
- Health and Safety concerns/improvements are included on team/staff/Management meeting agendas
- New staff are provided with Health and Safety information/training as part of their induction programme
- The investigation and monitoring of sickness absence arising from work related ill health or injury is carried out by the Group Bursar

## **Group Health and Safety Manager (Group Operations Manager)**

The Group Health and Safety Manager is responsible for:

- Coordinating all aspects of the Health and Safety Policy and ensuring that it is implemented, monitored, reviewed and revised as necessary
- Liaising with safety representatives from outside bodies
- Ensuring that Local Authority standards are made available to relevant employees
- Disseminating Health and Safety information to relevant staff
- Ensuring that relevant Health and Safety information is provided to visitors, temporary and agency staff, voluntary workers, contractors and those who may use the site
- Ensuring 'reportable' accidents are reported to the Health and Safety Executive via the Group Managing Principal
- Ensuring that the Headmistress and Senior Leadership Team are kept informed of Health and Safety issues by including them on the agenda of management meetings
- Ensuring that any matter concerning Health and Safety, welfare or fire that is brought to their attention by any employee and/or pupil is dealt with as soon as is reasonably practicable, and in accordance with agreed procedures
- Ensuring that the installation of new equipment meets acceptable standards, and is safe and without risk
- Ensuring that regular inspections of plant equipment and materials are carried out, that faulty equipment is not used, and that appropriate remedial action is taken
- Attending courses to improve her knowledge of Health and Safety and pass relevant points onto the staff: i.e: Fire Legislation
- Advising the Group Managing Principal of any matters relating to health, safety, welfare or fire that cannot be resolved
- Preparing an action plan for Health and Safety (termly and annually)
- Ensuring that Health and Safety training needs are identified and met
- Ensuring that fire precautions procedures are implemented (including fire drills)
- Overseeing First Aid and the administration of medicines
- Ensuring that there is an effective system for accident and near miss reporting, and investigating and providing remedies for accidents and near misses
- Ensuring that there is an effective system for the reporting of hazards or concerns
- Ensuring that the appropriate safety signs or notices are displayed
- Ensuring that assessments for all risks are carried out and significant findings recorded, with appropriate preventative measures completed
- Ensuring that there are procedures for identifying and acting upon failures by any employee to implement the Health and Safety Policy
- Arranging termly Health and Safety meetings in order to discuss concerns, agree action plans and keep staff informed
- Ensuring that staff are trained regularly in all matters relating to Health and Safety, including the identification of risks and completion of risk assessments.
- Attending staff inset sessions to keep staff informed as to Health and Safety updates or procedural changes.

## **Health and Safety Coordinator**

The school Health and Safety Coordinator has an overview of the Health and Safety in school and supports the Group Health and Safety Manager (Group Operations Manager). Duties include:

- To take responsibility for overseeing day-to-day Health and Safety in all aspects of school life.
- To help ensure that the premises comply with all statutory requirements for Health and Safety.
- To help organise the completion of Risk Assessments for every part of the school and report any problems to the Group Operations Manager for action.
- To oversee procedures for fire practices and to advise staff on best practice for the evacuation of the building.
- To ensure the recording of all accidents on site and the proper investigation and reporting as required; and any record keeping and transfer of information as may be required by law.
- To ensure that there is an establishment Incident Log for recording “near accidents/near misses”, including any resulting learning points and action.
- To ensure that any matters concerning Health and Safety, welfare or fire are dealt with as soon as is reasonably practicable and in accordance with agreed procedures.
- To ensure, in conjunction with the Group Operations Manager and Caretaker, that regular inspections of plant, equipment and materials are carried out, that faulty equipment is not used and that the appropriate remedial action is taken.
- To be a member of the School’s Crisis Management Team.
- To ensure that accidents are reported appropriately including to RIDDOR if necessary.
- To assist with First Aid procedures in the School.
- To allocate a list of specific duties to First Aiders.
- To ensure that all First Aid kits, supplies and equipment are maintained and kept up-to-date.
- To advise staff and pupils on the location of First Aid facilities and how to contact first aiders.
- To ensure that there is a sufficient number of First Aiders qualified for each area of the School.
- To help organise and co-chair Health and Safety Committee meetings once each term to discuss general Health and Safety matters including accident reporting,
- To liaise weekly with the Group Operations Manager to review Health and Safety procedures in the School.

## **Teachers**

The health, safety and welfare of pupils in the classroom or appropriate teaching area is the day-to-day responsibility of the teachers. Teachers are expected to:

- Take responsibility for the safety of pupils in their classrooms
- Check the safety of each relevant teaching area at the beginning of each day/session
- Know the emergency procedures in respect of fire and first aid and the health and safety measures particular to the teaching area and to ensure that they are applied
- Exercise effective supervision of pupils and ensure that they know of the fire emergency procedures
- Ensure that pupils’ items such as coats, bags, cases are safely stowed away
- Follow safe working procedures personally
- Ensure such precautions as protective clothing, guards and special safe working procedures are used when necessary

## **All Employees**

The Health and Safety Policy can only be successfully implemented with the full cooperation of all members of staff. All employees therefore have the following responsibilities:

- To take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions
- To ensure that, if they organise projects/activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures are implemented
- To use work equipment provided correctly, in accordance with instructions and training

- To take part in any health and safety training identified as necessary by the Headmistress or Health and Safety Officer
- To be good role models – always vigilant and careful
- To take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- Providing opportunities for children to discuss appropriate health and safety issues
- Making sure risk assessments are carried out before any offsite visits

### **Pupils**

Pupils work towards the school's aims by:

- Developing a growing understanding of health and safety issues
- Contributing to the development of codes of practice
- Conducting themselves in an orderly manner in line with these codes
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it

### **Parents**

Parents work towards the school's aims by:

- Ensuring that children attend school in good health
- Providing prompt letters or phone calls to explain all absences
- Providing support for the discipline within the school and for the teachers' role
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others
- Allowing children to take increasing responsibility as they progress throughout the school
- Accepting responsibility for the conduct of their children at all times
- Ensuring that the school has up-to-date emergency contact addresses and telephone numbers

### **Caretakers (Site Supervisors)**

The caretakers work towards the school's aims by:

- Ensuring that all communal areas are kept free from obstructions
- Making arrangements for the safe working of contractors on site ensuring so far as is reasonable that their work is segregated from the main school users
- Ensuring that all snow and ice is cleared in order to maintain safe access to all buildings
- Ensuring that all appropriate lights are switched on or off as necessary at night
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use
- Ensuring that all waste materials from the school are disposed of correctly
- Maintaining a clean and clear boiler area
- Maintaining a high standard of housekeeping
- Reporting to the Health and Safety Officer any problem or imminent danger associated with his responsibilities, as soon as it is practicable to do so
- Ensuring that external doors and gates are opened in time for the start of the school day and the end of the school day
- Ensuring that arrangements are in place with regard to fire precautions in liaison with the Health and Safety Officer

### **Educational Visits Coordinator**

The Educational Visits Coordinator is responsible for:

- Supporting the Group Managing Principal and Headmistress with visit approval and other decisions
- Assigning competent people to lead or supervise a visit

- Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body
- Organising thorough induction of leaders and other adults taking pupils on a specific visit.
- Maintaining their own competence through attendance on EVC training and refresher training
- Working with the Visit Leader to obtain the consent of parents and to provide full details of the visit beforehand so that this consent is obtained on a fully informed basis
- Checking the organisation (eg preparation, roles, providers, activity, travel) as well as the risk management of each school visit
- Organising the emergency arrangements and ensuring there is an emergency contact for each visit
- Keeping records of individual visits, including reports of health and safety incidents
- Reviewing systems and, on occasion, monitoring practice

### **Duties and Responsibilities**

In further pursuance of this policy the School:

- Ensures that employees and public liability insurances are current.
- Has established an effective Safeguarding Children Policy that complies with Department for Education guidelines.
- Takes steps to safeguard the health and welfare of all the staff. The School will not tolerate violence or threatening behaviour directed against any school staff. If such incidents occur, the School will take the matter very seriously

### **In addition, all employees must:**

- Read the School's Health and Safety Policy, Risk Assessments and any information deemed necessary.
- Close all windows and switch off all heaters and computers at the end of the school day: not wedge open fire doors; keep escape routes free from obstruction.
- Be familiar with the location and operation of all fire-fighting equipment, reporting any concerns about its maintenance to the Health and Safety Officer.
- Be familiar with the locations and contents of First Aid boxes.
- Ensure that power points are switched off and plugs removed from sockets when not in use and covered by protectors; that there are no trailing wires, computer leads etc.
- Ensure that all stairs, steps and passageways are kept free from obstruction and slippery surfaces; all spillages must be wiped up immediately.
- Ensure that pupils and adults do not run inside the buildings.
- Always use a safety ladder when retrieving anything above normal reach.
- Remember that they are responsible for the Health and Safety of visitors.
- Inform the School Office if they are leaving the school premises at unscheduled times, and remember to sign in and out on the daily register kept in the School Office.
- Send any unwell child to the School Office where a qualified First Aid staff member will administer any treatment as may be deemed necessary.
- Record any accidents in the Accident Book in the School Office.
- If they hold responsibility for a specialist subject eg PE or Science, ensure that their subject Risk Assessment includes safety procedures and that other members of staff are aware of these procedures.
- Include all relevant aspects of safety into the teaching process, and, if necessary, give special lessons on safety (eg PE, Science, and PSHE).

## **First Aid Provision**

The school follows the Health & Safety (First Aid) Regulations 1981 to ensure that:

- There is always a recognised First Aider in school
- Fully stocked first aid boxes in the Medical Room and placed strategically around the school
- Notices identifying trained First Aiders displayed in the Medical Room
- A sufficient number of staff suitably trained in First Aid at regular intervals

First Aiders are responsible for the following:

- Assessing extent of injury or condition of a casualty, and giving immediate appropriate treatment
- Advising the Headteacher on what action should, in their opinion, be taken
- Notifying the Headteacher of the expiry of their qualifications at least six months before hand.
- Treatment at school is provided for minor injuries e.g. small cuts, bumps and bruise

In the case of a serious injury:

- First Aid is provided to stabilise a casualty until they can be taken to hospital or put in the charge of competent medical care.
- The Headmistress will, in conjunction with the First Aider, decide whether the casualty is taken/sent home or transferred to hospital
- Parents should be notified of any head injury or minor injury

The separate First Aid Policy contains full details of all procedures to follow.

## **Fire Precautions**

The school follows the Fire Precautions Act 1971 and Fire Precautions (Workplace) Regulations 1997, to ensure that:

- Fire drills are held and recorded at least once each term
- Fire evacuation procedures are posted throughout the school and in the classrooms
- Teaching staff are responsible for the safe supervision of their pupils during an evacuation
- Staff have a shared responsibility to ensure that escape routes are kept clear
- All deficiencies noted in fire evacuations are reported to the Health and Safety Coordinator
- All fire exits are clearly signed
- All fire-fighting equipment is checked on an annual basis

The separate Fire Safety Policy contains full details of all procedures to follow.

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

The school follows the Control of Substances Hazardous to Health Regulations 1994 to ensure that:

- All appropriate guidance issued by the DfES, HSE and CLEAPSS is kept available for all relevant members of staff
- Medicines are stored securely and appropriately
- A log of medicines administered is kept by the School Office
- Storage of hazardous substances, clearly labelled, are locked in appropriately secure places that are not accessible to children
- Personal protective equipment (eg rubber gloves) are worn when necessary
- COSHH data sheets are displayed for all chemical substances

## **Electrical Safety**

The school follows the Electricity at Work Regulations 1989 to ensure that:

- All staff take due care in the use of electrical equipment
- Staff report any defective equipment, trailing cables or faulty trolleys to the Health and Safety Coordinator and/or caretaker
- Equipment is sited carefully to avoid trailing leads
- Annual PAT testing is undertaken on all portable electrical equipment
- 5-yearly testing is undertaken on all electrical circuits

## **Working Environment**

The school follows the Workplace Health, Safety and Welfare Regulations 1992 to ensure that:

- Basic issues including ventilation, heating, lighting, volume, welfare facilities, safety glass are assessed regularly
- Office Staff working with VDU's are given training about workstation safety
- Appropriate protective clothing and equipment is provided where necessary

## **Manual Handling**

The school follows the Manual Handling Operations Regulations 1992 to ensure that:

- All staff are able to identify manual handling operations with the risk of injury and report them to the Health and Safety Coordinator who will ensure that guidance on Manual Handling is followed

## **Contractors**

Contractors engaged by the school will be required to make prior arrangements with the Group Managing Principal or Group Bursar who will advise them as regards access and timing. The procedure should be:

- On arrival contractors will report to the School Office to sign in
- The caretaker will be contacted to supervise contractors and to agree procedures to be carried out during the works, including for sign posting, fencing, and storage of materials and vehicles
- The caretaker will report as necessary on works in progress to the Group Managing Principal, Group Bursar, Group Operations Manager or Health and Safety Coordinator to ensure that, so far as is reasonably practicable, the safety of employers, pupils and visitors will not be affected

## **Risk Assessments**

Risk assessment is an increasingly important factor in modern society. At its simplest, risk assessment is being aware of the need to identify and minimise the risk of accident and injury. It may sound difficult and time consuming, but in reality most of it is based on common sense. Risk assessment should be systematic with a view to promoting children's welfare, with particular attention paid to key areas of risk such as supervision and school trips.

### *When should Risk Assessment take place?*

When a new activity is being planned, risk assessment must be part of the planning process. If an activity is being repeated (e.g. weekly, annually etc.) the risk assessment should be reviewed, but a new record need not be submitted if the activity and the identified risks have not changed.

### *How is Risk Assessment carried out?*

Risk assessment should not be a lengthy process, but it must be undertaken in order to identify any potential risks or hazards of an activity. These could range from minor to extreme. The likelihood of accident or injury and the severity of such injury must be considered, as well as action taken to minimise risk or alternative activities.

After planning any activity, you should think about what could go wrong, what accidents might happen and what injuries could result. Thinking through the activity should make it possible to determine how severe the risk attached to such an activity might be. If the risk is too high, the activity should not go ahead. If the risk is quite high, steps should be detailed to reduce that risk. If the risk is low, then the activity can take place as planned, needing no further action.

#### *How should Risk Assessment be recorded?*

We have a standard format used for recording risk assessment, which would be necessary in any case of insurance claim for negligence and/or personal injury. In case of such claims, we need evidence that risks have been considered, evaluated and steps taken to minimise those risks. The completed form should be shown to the school Health and Safety Officer. Recording risk assessment should be part of short term planning for any classroom activity, after school club etc., and should any significant risk be identified, steps to reduce that should be noted on plans.

School trips and visits require detailed risk assessment as per county guidelines for such activities. The separate Educational Visits Policy contains more information.

#### *Who should get a copy?*

One copy should be kept by the person organising the activity. Another copy should be given to the Health and Safety Officer.

The separate Risk Assessment Policy contains full details of all procedures to follow.

### **Pregnant Employees**

Any pregnant employee will require a specific risk assessment to be completed and their duties may need to be modified to take account of their changing capabilities. The Group Operations Manager oversees the monitoring of pregnant employees once notified.

### **Accident Reporting**

There are two means of reporting accidents:

1. School Accident Book for minor accidents or injuries to pupils (seen and signed by the Health and Safety Officer).
2. Report to HSE (RIDDOR) for more serious accidents that are legally reportable to HSE. These would normally involve the injured person being taken directly to hospital from the school site or who have broken a limb. Accidents to employees that result in 7 days off work are also reportable under RIDDOR.

All slips, trips, falls, bumps and near misses are recorded in the Accident Book, with all accident forms logged onto a database by the School Office. The Group Operations Manager analyses the Accident Report from the database on a regular basis for discussion at the termly Health and Safety Committee Meetings.

The Group Operations Manager will look for trends and patterns when analysing termly accident statistics in order to help reduce risks. He will investigate accidents and incidents that lead to injuries in order to understand the causes and to help prevent them from reoccurring.

### **Premises**

The School ensures that regular maintenance checks are undertaken by an approved contractor of:

- *Hot/cold water systems for Legionella*  
The school has a rolling contract with Water Monitoring Limited, who are industry leaders in the monitoring of hot and cold water systems. The company visits the site monthly as part of a set



programme to check temperatures and make recommendations for any changes that need to be implemented. They also provide an annual service to clean all cold water storage tanks.

The school caretakers follow a programme of flushing through all areas where there are potential 'dead ends' around the site on a weekly basis.

- *Gas appliances/boilers*  
The school gas-safe plumbers, RJ Plumbing, test and maintain all gas appliances annually and provide certificates to show they are safe to use.
- *Intruder alarms*  
The school has a contract with ADT to maintain all intruder alarms at regular intervals. The intruder alarms are monitored by an external company.
- *Outdoor fixed play equipment and gymnastics equipment*  
All equipment is routinely checked by the maintenance team for defects or signs of general wear and tear. A registered provider conducts annual checks and makes recommendations for any remedial work that is required.

Evidence of all work and certificates are retained by the Health and Safety Officer. The Group Managing Principal liaises with Chartwells to check that they are complying with, and implementing, all the necessary health and safety requirements in the kitchen, including the annual 'deep' cleaning of all ovens and catering equipment.

## **Pest Control**

The school has a rolling contract with a leading pest control company who undertake set monthly visits and who are available to visit the site as required when called by the school. Certain parts of schools, for example, kitchens, food stores, and dining halls can provide ideal conditions for certain pests and vermin. The school is committed to providing a safe, clean environment for the children under our care.

Pests include the following:

- *Ants*  
Attracted to sweet food stuffs and may cause contamination to food preparation areas.
- *Bats*  
A protected species in the UK, whose droppings may cause problems with smell and insect infestations.
- *Bees, wasps and hornets*  
Live in colonies and may cause contamination to foodstuffs, harm to mortar and threats of stings when provoked. Stings may cause anaphylactic shock to certain people.
- *Bird mites*  
Rare in schools, but are found when mites from abandoned bird nests find their way into buildings. They can bite humans when the bird host is no longer a source of food.
- *Cockroaches*  
Feed on anything from food to faecal matter. They prefer warm, moist conditions and reproduce rapidly.
- *Fleas*  
External parasites that live off the blood of mammals and birds. They can act as a vector for disease.
- *Mice*  
'House' mice are very common. They nest in the ground or other protected locations in nests constructed of shredded material. They contaminate foodstuffs with their urine, hair and droppings.

- **Rats**  
Live anywhere that provided food, water and shelter. They eat or contaminate food intended for humans and can transmit several diseases to humans.
- **Pigeons**  
Can cause respiratory illness and flu-like symptoms to anybody exposed to infected birds.

In all cases, if pests are found on the school site the Group Operations Manager will contact New Enterprise Pest Control to visit the site immediately. He will liaise with the Group Maintenance Manager to ensure that the surrounding areas are thoroughly cleaned and disinfected once the pests have been eradicated.

The school aims to prevent pests from coming onto site by:

- practicing high levels of hygiene in all areas.
- employing New Enterprise Pest Control to maintain a robust pest control system by managing vermin bait boxes in safe areas that are maintained every month.
- emptying bins daily.
- clearing up any spilt food immediately.
- not allowing birds nests on the school premises.
- stopping pests getting in with well-fitted doors and covered drains.
- looking for evidence of the presence of pests including droppings, “chew-marks” on carpets and wiring, insect droppings and nests as part of the regular site walks.

### **Asbestos**

The school has conducted an asbestos survey by a reputable provider. An asbestos register was created as part of the survey, which identifies where there is still asbestos on the site (on the roof of the school hall) following the removal of any other asbestos at the time. All contractors who may come into contact with the asbestos are required to study and sign the register before commencing work.

### **Ladder Register**

A ladder register is required for all access equipment. All ladders should be visually inspected regularly and results recorded in the ladder register by the Caretaker.

### **School Kitchen**

Pupils are not permitted entry into the kitchen at any time. The kitchen area and staff are governed by Chartwells Work and Safety Regulations. School staff should respect these standards and abide by their rules.

### **Security**

The school has made arrangements/improvements to the security system to prevent unauthorised access to the school:

- The school requires all adult visitors who arrive in normal school hours to sign the Visitors Book in the school office and to wear an identification badge at all times whilst on the school premises
- The school requires all adults employed in school to have their application vetted by the local police in order to check that there is no evidence of offences involving children or abuse (DBS Check).

The separate Security Policy contains further details.

### **School Visits/Off Site Activities**

The Health & Safety Officer ensures that any holiday activities are supervised by qualified staff, that the School holds a copy of the Centre's Health and Safety Policy, that the insurance and legal position has been covered and the relevant risk assessments carried out and recorded.

In addition the Educational Visits Policy covers both day trip procedure and overnight stays. All risk assessments for educational visits are carried out by the Visit Leader. Guidance for risk assessments is included in the separate Risk Assessment Policy. The staff are insured (business use insurance from the School's insurance company) to transport children to venues in the local area for sports matches and school events.

The separate Educational Visits Policy contains further details.

### **Coaches**

The following safety measures will be taken on all coach journeys:

- Pupils are only allowed on the coach under teacher supervision
- All children must be seated before the coach starts to move
- Children should sit well back in their seats and wear seat belts
- Children must not leave their seat once the coach is moving
- Children who are prone to travel sickness must be seated near the front
- Bags should be stored under the seat or in the parcel shelf – not in the aisle
- Adequate arrangements will be in place for First Aid cover

### **Sun Hats and Sunscreen**

The School understands the dangers posed to children by over exposure to the sun.

#### *Hats*

- Each pupil is required to have a school sun hat and must wear this during break times or when outside during the school day.
- Each hat must be clearly marked with the pupil's name.

#### *Sun Cream*

- Parents are responsible for making sure that their child has adequate protection from the sun whilst at the School.
- Our staff do not apply sun cream to children unless specifically requested to do so by a parent. Parents will need to complete a 'Permission to Administer Medicine form'.
- We advise that children have a suitable water resistant sun cream applied to them before attending school each day during the Summer Term.

Staff should encourage children to drink plenty of water in hot weather. Staff should also ensure that areas of shade are available for children to play in.

### **Hygiene**

The school recognises the need to maintain the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and visitors.

#### *Personal Hygiene*

Staff will adhere to the following examples of personal hygiene:

- Wash hands before and after handling food or drink
- Wash hands after using the toilet
- Keep long hair tied back
- Take any steps likely to minimise the spread of infection
- Encourage children to adopt these same routines

#### *Hygiene in the Premises*

Staff will help to maintain a generally clean and tidy environment. The School employs a cleaning firm to ensure that the premises are cleaned daily, especially toilets and working surfaces. Soap and hand drying facilities for staff and children should always be present.

#### *Spillages*

Any blood, vomit, urine or faeces should be cleaned up immediately and disposed of safely and hygienically. Children will be kept clear of the area whilst cleaning is in progress.

#### *First Aid and Hygiene*

Staff administering first aid must always wash their hands before and after administering any treatment to a child.

### **Drugs, Alcohol and Smoking Policy**

#### *Drugs*

Illegal drugs are prohibited on the school premises at any time. If staff, children or volunteers break this rule, it will be treated as a very serious disciplinary matter.

#### *Alcohol*

Staff or volunteers who arrive at school clearly under the influence of alcohol will be asked to leave immediately and disciplinary procedures will follow.

#### *Smoking on School Premises*

The School buildings and grounds are NO SMOKING areas:

- Staff wishing to smoke may leave the buildings when not working, but are requested to smoke where pupils cannot see them
- Smoking is not allowed at any evening or weekend function; this must be agreed if parts of the building are used by other organisations
- All potential new members of staff should be informed of the Policy and agree to abide by it
- Visitors should be informed of the Policy when they arrive.
- No Smoking notices are displayed on the school site.

#### *Staff taking medication/other substances*

- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, those staff should seek medical advice and discuss the medication immediately with the Headmistress.
- The Headmistress will ensure that such staff only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.
- Staff medication on the premises must be securely stored, and out of reach of children, at all times.
- Abuse of this policy may lead to disciplinary action.

The separate Substance Misuse Policy contains further details.

### **Playground Safety**

Pupils may only use the playground equipment when properly supervised. All pupils are taught the School's playground rules and the Adventure Playground Rules. These rules must be reinforced periodically during the school year.

- Opening mechanism of gates to be regularly checked.
- Regular checks should be made on fencing and edging stones.
- Surfaces should be kept free of weeds, moss and leaves to avoid slipping.
- Lines on the playground should be marked with non-toxic paint.
- Any overgrowth from neighbouring gardens should be kept trimmed.

### **Playground Supervision**

The School operates a 'staggered playtime' system to control the number and size of children playing together at the same time.

Lunch and playtime supervision is organised on a rota basis to ensure that each playtime is supervised by an adequate number of staff including a trained First Aider. The supervision rota is published to all staff and is governed by the number and ages of the children. Where a pupil breaks the rules they may be given sanctions. (See the Behaviour Management Policy.)

At the end of each playtime and lunchtime, each class is collected taken safely back to their classroom. If it is too wet for the children to play outside, lunchtime supervisors and the member of staff on duty will supervise the children in classrooms, ensuring that all children are under the direct supervision of an adult.

### **Healthy Eating**

- The School recognises the importance of healthy eating and a balanced and nutritious diet. Chartwells provide a variety of foods throughout the week, catering for vegetarian and religious options/preferences. Children are encouraged to drink water throughout the day
- The School ensures that those staff responsible for the preparation and handling of food are competent to do so. Food handling courses are arranged for the appropriate staff.
- The School recognises that it must notify Ofsted if two or more EYFS children develop food poisoning after eating on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. Without reasonable excuse, the school would be committing an offence if it fails to comply with this requirement.

### **The Curriculum**

- Ensures that the children are taught about health and safety as part of the normal school curriculum in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives, eg in Geography, Science, PSHE, DT or PE.
- Raises the children's safety awareness in order to spot hazards in the classroom or around the school.
- Provides opportunities for children to discuss health and safety issues at school council meetings.
- Promotes a healthy lifestyle through a nutritious school lunch menu, various PSHE topics and our physical education programme.
- Provides constant supervision during ICT lessons.

## **Stress Management**

The school acknowledges that there are many factors both work-related and personal that may contribute to ill health, including stress.

The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Head or another member of the senior leadership team of any ill health issues
- the Group Bursar and Head will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- if thought to be beneficial, the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Group Bursar and Head will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

## **Violence to Staff**

The Oak-Tree Group is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on site. Where applicable, in addition to the control measures identified in site-specific risk assessments, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- contact emergency services, as appropriate.
- inform the Head or a member of the SLT immediately if confrontation has taken place

The school will:

- Ensure the Head or member of the SLT attends site on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- review the violence and assaults risk assessment following any incident.

Refer to the Group Abusive Visitors Policy for full details.

## **Working at Height**

While we aim to avoid working at height, we have identified a number of situations where our staff may be at risk of falling from a height eg changing light bulbs, accessing high shelving and adding to display boards.

Where work at height is required we conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the Work at Height Regulations.

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout.

Activities which we have identified as acceptable for work from ladders or step ladders are maintenance activities and notice board displays. Where work involves difficult access or work at heights which cannot be carried out safely from ladders or steps, special access arrangements will be made which may include tower scaffolding erected by a PASMA trained person.

All ladders and stepladders used by our employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150Kg and are inspected on at least an annual basis. All work at height equipment including kick stools, step stools, step ladders and ladders, are subject to formal annual inspections in addition to pre-use inspection by the employee.

Our employees are instructed in the principles of safe use of the access equipment provided. If there are ladders and step ladders intended only for use by particular staff members such as facilities staff, access to these is restricted.

Any other work at height required would be considered on a case by case basis with input from the Group Operations Manager.

### **Health and Safety Training**

Health and safety information and/or training will be provided for all staff when they join the school and whenever they are exposed to new risks or changed work activities.

### **Dealing with Health and Safety Emergencies**

The school has policies in place to evacuate the buildings when the fire alarm is sounded, and also to remain in a secure location in the buildings when the lockdown alarm is sounded.

See the Lockdown Policy and Fire Safety Policy for full details.

### **Driving**

The school's minibus drivers and sports staff drive regularly for work purposes. Other members of staff may drive occasionally for work purposes. For further information, please refer to the school's Minibus Policy.

### **Slips, Trips and Falls**

The school has reviewed its premises for slips, trips and falls hazards and taken action to resolve the issues identified and recorded these in the risk assessments. Housekeeping standards and the condition of floors are reviewed regularly as part of the school's workplace monitoring regime.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

Steps and stairs are equipped with handrails. Step edges are kept in good condition and external step edges are highlighted with yellow paint/hazard tape where necessary for visibility.

When specifying hard flooring, we confirm that it meets the surface roughness requirements suitable for the activities taking place. Cleaning regimes are designed to control dust, grease and other slip hazards with all hard flooring cleaned at least once per week.

If there is a spillage, staff are responsible for informing site staff so that it is cleaned up promptly and any wet floor is clearly highlighted. Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use while wet, will be dried

so far as is reasonably practicable. Cleaning staff also remove waste on a daily basis so that it does not accumulate and cause a trip hazard.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of the programme of maintenance checks.