

Health & Safety Policy

School aims

At The Cowplain School we intend to:-

- 1) Assist students in becoming independent and responsible adults.
- 2) Achieve excellence in our educational outcomes.
- 3) Provide learning experiences that meet the needs of each individual.
- 4) Employ the full range of available teaching and learning strategies for our students.
- 5) Provide effective training for all staff in pursuit of professional excellence.
- 6) Provide appropriate resources to support high quality learning experiences.
- 7) Provide an attractive and safe learning environment.
- 8) Ensure that there are high levels of confidence between school and community.
- 9) Monitor and evaluate our progress in all aspects of the school's development.

Section 1

Aims of the Policy

The Governors and Headteacher are fully aware of their responsibilities under the Health & Safety Act 1974 and other Health & Safety legislation relevant to the school's activities. In order to meet these responsibilities, they regard Health & Safety of paramount importance and give it the highest priority. It is therefore the intention of the Governors and Headteacher to ensure so far as is reasonably practicable, the health, safety and welfare of all students, staff, visitors and other users of the premises.

The objective of the Health & Safety policy is to minimise risks to the Health & Safety of Students, Staff and others affected by the school's activities, by identifying and then controlling hazards. This will be achieved by:

- Providing and maintaining a safe and healthy working environment ensuring the welfare of all using the site
- Complying fully with all statutory requirements to ensure a safe environment for all
- Maintaining control of Health & Safety risks arising from our activities by providing safe systems, equipment and machinery
- Providing appropriate information and instruction ensuring staff are suitably trained and competent to do their work safely.
- Developing a positive Health & Safety culture where accident prevention is at the forefront of the work for all parties concerned which is essential for the smooth and efficient running of the school.
- Consultation with all staff on matters affecting their Health & Safety in the working environment thereby ensuring they are fully aware of their legal obligation to

- co-operate fully with all Health and Safety measures in place.
- Reviewing and revising safe working practices and procedures periodically and when circumstances dictate a necessity to amend or improve.

All staff, students and visitors are required to act in a safe way themselves, use protective equipment provided, follow Health & Safety rules, regulations and requirements and report any hazardous conditions directly to the Site manager (as the designated Health & Safety officer) or the Headteacher.

Section 2

Responsibilities

The overall responsibility for Health & Safety at The Cowplain School is held by the Academy Trust who have delegated responsibilities as such:

2.1 Headteacher:

- Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for the monitoring of the effectiveness of that programme through the Health & Safety designated Officer
- Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made
- Will ensure that adequate staff, funds and resources are assigned to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation including training requirements
- Will ensure that responsibilities are properly assigned and accepted at all levels.
- Will review the designated Health and Safety Officer's reports and take action where appropriate

2.2 Designated Health & Safety Officer (Site Manager):

- The Site Manager is responsible for the day to day implementation of the School's Health and Safety arrangements
- Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Site team, as necessary
- Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept
- Will ensure, in conjunction with the site team that any hazardous or dangerous conditions or situations reported are remedied as soon as possible
- Will ensure that any 'near-miss' reported is recorded and cause resolved
- Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be carried out
- Will be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health and Safety guidelines, and have the relevant insurances etc in place
- Will ensure that all areas of the School are inspected, from a Health and Safety point of view, at least once per term
- Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- Will report to the Headteacher and Governors concerning Health and Safety matters, making recommendations as necessary
- Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary

- Will ensure that all Staff have adequate Health & Safety training for the tasks that they are required to perform, including the compilation of risk assessments
- Will ensure that all Staff have received a copy of the Health and Safety Policy and visitors have received a copy of the Health and Safety guidelines and are aware of their legal obligations to co-operate fully with the contents
- Will work within own level of competence seeking guidance and direction from the appropriate authority when required

2.3 All staff (Including trainees and volunteers):

- Will fully familiarise themselves with the Health and Safety Policy and the Statutory Regulations
- Will ensure that all Safe Methods and Procedures are followed at all times and in particular ensuring students' safety is paramount
- Will observe Health and Safety Rules at all times
- Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety
- Will report in writing all accident, damage, hazardous or dangerous conditions or situations or 'near misses' to the Health & Safety Officer or Headteacher without delay
- Will assist in investigations due to accidents, dangerous occurrences or 'near misses'
- Will be appropriately dressed to carry out their job whilst maintaining the school dress code
- Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate
- Will ensure that working areas are kept clean and safe
- Will inspect all equipment before use to establish that it is safe to use.
- Will familiarise themselves with First Aid and Fire Procedures
- Will look after all Health and Safety equipment properly and report any defects immediately
- Will ensure that any personal electrical equipment brought onto the school site has a valid PAT test before use. This can be done by the site team, with prior arrangement, if necessary.
- Will not act in a way that may cause harm or ill-health to others

2.4 All other persons on the school property:

- Will observe the Health and Safety Regulations and Rules and the Instruction given by persons enforcing the Health and Safety Policy.
- Will not work on the premises until the relevant rules are read, understood and accepted.
- Will not work on the premises until covered by insurance against risk.

Section 3

The Governing Body Site & Infrastructure Committee will meet regularly for the following purposes:

- To receive reports from the Health and Safety Officer on Health and Safety matters
- To ensure that current Health and Safety legislation is being complied with
- To consider the causes of any accidents that have occurred and to ensure methods and procedures are in place to prevent any recurrence
- To carry out any joint inspection of the School that may be required
- To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

Methods and Procedures:

- The following methods, procedures and practices are in place at The Cowplain School (listed alphabetically):

3.1 Cleaning

Cleaning in the school is carried out by Contractors and School's own staff and has a regular schedule of cleaning.

- Cleaning Materials:
- The Contractor will ensure that their suppliers will instruct Staff in the correct usage and handling of the cleaning products.
- Cupboards containing cleaning materials are locked when not in use.
- The School's own staff also ensures that cleaning materials are locked away when not in use.
- Any significant spillages are to be reported and cleaned as soon as possible
- Door mats to be regularly maintained through contracted supplier
- Any potential outbreaks of infections will be responded to with the relevant control measures

3.2 Community Users/Lettings/Extended Services

The responsible manager/headteacher will ensure that:

- Third parties and other extended services users operate under hire agreements
- A risk assessment for the activity is completed by the user.
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

3.3 Contractors

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations The School exercises control over contractors in the following way:

IDENTIFICATION OF SUITABLE CONTRACTORS

The following items will be taken into account:

- Adequacy of Health and Safety Policy
- Safe Systems of Work in Operation (Method statements, Risk Assessments)
- Training Standards

IDENTIFICATION OF HAZARDS

The Contractor will be required to demonstrate that all hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- Special Hazards on site – e.g. Asbestos
- Safe access to/egress from the site
- Confined Space Entry
- Storage of any hazardous materials
- Occupational Health risks including Noise

CONTROL OF CONTRACTOR ON SITE

- The site team will co-ordinate all Health and Safety aspects
- Pre-commencement meeting to establish Contractor Liaison Person
- Arrangement of regular progress meetings
- Regular inspection of Contractor's operations
- Provision by Contractor of Written Method Statements in advance
- Notification by Contractor of all accidents or 'near misses' to site team immediately who will report to Matron
- All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

3.4 Display Screen Equipment

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedure where equipment is used that comes under the regulations:

- Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations
- If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment
- Implement any requirements established in assessment
- Assist with eye and eyesight tests for the 'user' or any person about to become a user if necessary
- Assist with appropriate eye and eyesight corrective appliances as necessary
- Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station

3.5 Duties – Student Safety

The School Staff have a Statutory Duty Rota to ensure that adequate supervision is available at all times.

- Duty staff to ensure students have adequate amount of freedom within the School Grounds, commensurate with enjoying a healthy and safe environment.
- Duty Staff who identify an area of the School Grounds that is deemed unsafe, they designate it 'out of bounds', report it and ensure that it is not used until directed so, following remedial work.

3.6 Fire

The School is regularly inspected to ensure that it complies with all relevant requirements. A Fire Risk Assessment is to be completed regularly by an External Consultant to ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with. This was last completed in February 2014. The next scheduled review will be held during 2015.

GENERAL

- Fire Evacuation Procedures are posted in all classrooms with specific instructions as to the route to be followed in the event of fire.
- Details of assembly points are included in Fire Procedure instructions.
- Students are regularly instructed in the action to be taken in the event of fire.
- Visitors are provided with instructions via a handout from reception

FIRE DRILLS

- Fire practices are carried out each term and these practices are recorded in the Fire Management folder

SMOKING POLICY

- Smoking constitutes a fire hazard and is against the law within the premises
- All Staff, Parents, Students and Visitors are made aware that the School is a non-smoking site
- Smoking on the premises is also against our code of conduct and therefore an offender will be subject to disciplinary procedures

3.7 First Aid & Medicine Control

First Aid and Medicines are under the direct control of Matron. First Aid Boxes are always kept topped up from Matron's supply kept in the Medical Room. The School requires parents to fill in a Medical Form for Students and an Emergency Consent Form.

The following items are also controlled by Matron:

- Student's Medicines – whether it is kept in a locked cabinet or refrigerator and administered as directed or if Student is authorized to carry
- Dispensary Log - detailing what has been given to whom, for the record.
- A stock of tablets for general use, kept in a locked cabinet.
- The Accident Book - filled in for any injury, however minor, requiring treatment.
- The 'near-miss' log – filled for any near misses – to be reported directly to The Health & Safety Officer
- The School will report any work related deaths, major injuries, injury lasting more than three days, any work related diseases and dangerous accidents to the local HSE Office as required by the RIDDOR regulations. Such an accident will also be recorded in the Accident Book
- The school has a number of first aiders trained and the locations are issued termly
- The staff room notice board has notification of specific medical issues for students and staff. This is updated as soon as information is made available to us

3.8 Hazardous Substances

Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- Listing of Substances being used to establish whether they come under COSHH Regulations in relevant locations
- Carry out COSHH Assessment having regard to the following points:

- 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
- 2) Control Measures to be adopted.
- 3) Maintenance of the Control Measures.
- 4) Monitor the situation to establish that the measures are effective.
- 5) Undertake Health monitoring where relevant.
- 6) Carry out Instruction and Training to ensure; correct handling, storage and disposal; Emergency Procedures; Methods of Control; Use of Personal Protective Equipment

- Record all information on relevant assessment form which is held in the site hut
- Sharps and Medical waste is stored and disposed of via a contract

The issues relating to Asbestos are covered by special statutory regulations which are outside the scope of COSHH. The School has an Asbestos Register in place, completed by a Specialist Contractor, and held in the reception for ease of access to relevant people. Any contractor undertaking work within School where there is evidence of Asbestos are provided with detail / briefed on the contents of the Asbestos Report for the school.

3.9 Management of Asbestos

The Site Manager and Site Staff are the nominated competent persons for asbestos on the premises and act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. The Headteacher will be advised regarding any situation relating to asbestos which may affect the safety of any premises user.

Asbestos is not a hazard to health if it is encapsulated and not disturbed or invaded in any way, e.g. drilling into a wall. All the potential hazards on site are encapsulated and safe.

We have an asbestos register in reception which is continually updated and reviewed by HCC Property Services through their in-house providers Hampshire Scientific Services.

All contractors carrying out any works on site are required, without exception, to view the relevant areas in the register and sign to confirm they have done so.

Do not invade any area unless you have contacted the Site Manager, this includes using staples and drawing pins (**Please note:** these items should only be used on noticeboards anyway).

If you suspect an area which may contain asbestos has been damaged or you have any concerns please contact the Site Manager immediately.

3.10 Machinery & Equipment

Maintenance on all School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The inspections and checks are carried out as follows:

- General Inspection of equipment by Maintenance Staff and Teaching Staff before use.
- Annual checks on Portable Electrical Equipment – with regular monitoring
- Annual Service of Heating Equipment
- Annual service of Fire Extinguishers
- Servicing of Fire Alarm System under contract
- Servicing of Catering Equipment under contract
- Five yearly checking of fixed electrical wiring

- Emergency lighting

3.11 Manual Handling

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process
- Where activities involving risk cannot be avoided they will be subject to a Risk Assessment.
- The risk of injury will be reduced as far as reasonably possible by:
 - Assistance from other personnel
 - Use of sack truck/flatbed trolley or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object

3.12 Minibus

The school currently owns two minibuses to carry passengers. The two passenger School Minibuses are fitted with seat belts and are regularly serviced in accordance with manufacturers' recommendations. In addition, a 12-week safety check is carried out on the minibuses at a garage. Every driver must hold a relevant MIDAS certificate.

Diesel, head-lights, tail/brake lights, oil, water, brake fluid, steering fluid, radiator fluid, window-washer, de-icer, tyres and belts are all checked each week and this is recorded on a log book kept in the Site hut. Any repairs carried out to the vehicle are also recorded in a log book.

The Minibuses are equipped with the following:

- Hi-viz jackets for staff and students
- First Aid Kit – checked half-termly
- Fire Extinguisher – checked half-termly
- Torch – checked half-termly
- Basic Tools – checked half-termly
- De-Icer (in Winter)
- Breakdown recovery card

Before commencing a journey the following procedure will be adopted:

- The Member of Staff driving (the Driver) will satisfy him or herself that the minibus is in good order and ready for the road.
- The Driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
- The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

In the event of a breakdown the following procedure will be followed:

- The Member of Staff will stay with the students at all times unless the students have been collected and therefore, staff stay with the minibus.

- A Mobile Telephone will be taken in the minibus and used to summon assistance from the relevant breakdown company/Police
- The driver must notify the school immediately providing location

3.13 Off Site Activities

For all school trips and visits there must be authorisation received in advance from the EVC and the relevant information logged in detail on the EVOLVE website which is held by Hampshire County Council on the schools behalf.

The main provisions are summarised as:

- Careful planning of trip with prior visit made by the organiser if necessary.
- Adequate evaluation of all Health and Safety factors involved.
- A full risk assessment must be completed and approved by the EVC
- Adequate notice given to parents of all aspects including an itinerary of the trip and written permission obtained for a student to go on the trip
- Authorisation must be received in writing from the EVC prior to departure

SUPERVISION:

The School always considers the ratio of adults to students very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for students, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements
- The expertise of Staff accompanying the trip and qualifications relevant to the activity
- The Accident and Emergency procedures
- A designated Contact person who knows the itinerary and is able to alert the relevant pre-arranged contacts – Head teacher/Deputy Head teacher
- Risk Assessment of any hazards that are likely to be encountered

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 2004 will be taken into account.

3.14 Personal Protective Equipment

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

- Provide suitable PPE
- Assess present PPE
- Maintain PPE
- Provide accommodation for PPE
- Ensure PPE is compatible

- Replace PPE where lost or damaged
- Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- Use the PPE correctly
- Always wear PPE
- Report any loss or defect

3.15 Reporting Procedures – for Serious Accidents and ‘Near-misses’

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and are as follows:

IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD (TELEPHONE/ONLINE) IF ONE OF THE FOLLOWING OCCURS:

- Fatal Injury to Staff, Student or Any Other People in an accident on the premises.
- Specified Injuries to Staff, Student or Any Other People in an accident on the premises
 - The specified Injuries as listed in the Regulations.
- Dangerous Occurrences listed in the Regulations.
- Occupational Diseases
- *Please refer to the regulations on the website www.hse.gov.uk/riddor*

REPORTING:

- An online or telephone report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered by any of the above or within ten days for any other injury which results in Staff being absent from, or unable to do their normal work for more than three days as a result of workplace accident

REPORTING FORMS:

F2508 - for injuries and dangerous occurrences
F2508A - for diseases

RECORD KEEPING:

A record will be kept of any injury, occurrence or disease requiring report

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

3.16 Risk Assessment

Risk Assessments will be carried out on all potential hazardous activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

- The potential Hazards associated with a particular activity
- The Potential Frequency and Severity of an accident

- The Control Measures being employed to minimise the risk of an accident occurring.
- The Action to be taken to adequately control the hazard
- There is a snow/ice procedure in place and shared with parents. A full risk assessment is carried out and a final decision made on H&S grounds by the Headteacher in conjunction with the site manager

The Assessments will be carried out by the Health and Safety Officer with assistance from other personnel as required.

3.17 Security of the Site

The School is an un-gated premises that is frequently populated by local community users out of school hours. The School will take all reasonable steps to prevent unauthorised access on the premises. The grounds may be entered easily but the outer doors to buildings are locked from 6pm onwards every evening.

- Visitors are required to report to reception on arrival and are issued with a badge to establish their identity to staff and students.
- Staff are required to be vigilant at all times and to challenge any person who is not known or wearing a visitors badge to establish whether or not they should be on the School premises.
- There is a Site team on duty from 6am – 10pm Monday to Friday and they are responsible for the security of the buildings

Security of certain buildings out of School hours is assisted by the installation of an Intruder Alarm in the Main Building, CCTV around the Site and the contracted security team that patrols the site out of hours

3.18 Training

All staff will receive Induction Training in line with the School's Induction Programme. Ancillary, Site and Maintenance Staff etc will be given additional training, as necessary, appropriate to the tasks that they are to fulfill.

In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged, including the assessment of risks.

All employees will be informed about, and trained in, all appropriate health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate.

Training, whenever possible, will be conducted during working hours. All staff will receive appropriate training in the need for, and completion of, all risk assessments necessary to ensure a safe and secure working environment at The Cowplain School.

3.19 Vehicles on Site - Control

The Control of vehicles on site is of paramount importance to ensure the safety of Students, Staff and Visitors. Drivers are required to control the speed of vehicles in the grounds and to not exceed the speed of 5mph and drive in a safe manner.

The following rules must be observed at all times:

- Speed must be kept to no more than 5mph
- Drivers are required to observe the one way system in the grounds.
- Care to be exercised always as there may be children crossing roadways.
- Parking only to be carried out in designated areas – thus allowing access for emergency vehicles
- There is to be no movement of Vehicles between 2.30pm and 2.40pm to ensure students can leave the school site safely. Site team will attend the main gate to administer this rule

3.20 Waste Disposal

General Waste

The disposal of this waste is carried out in the usual manner by the Local Authority weekly collections

Food Waste

This waste is similarly disposed of via the local authority.

Medical Waste

This waste is disposed of through contract

Hazardous Waste

Where there is a requirement to dispose of Hazardous waste, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, the WEEE Directive will be taken and specialist contractors will be employed to carry out the disposal. Relevant records will be kept by the school

3.21 Working at Height

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. The regulations apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height should be properly planned and organised
- All staff will be properly trained and competent to use 4 tread stepladders
- A Risk Assessment will be carried out to establish the correct access equipment
- Equipment for Work at Height will be properly inspected and maintained
- Risks due to work on or near fragile surfaces will be properly controlled

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.

- Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

Monitoring, Evaluation and Review

- The Policy is reviewed every year by the Senior Leadership Team and Governors as part of the self evaluation cycle. Appropriate action is taken if changes are required.

Other Relevant Policies

This Policy should be used with reference to one or more of the following policies:

Accessibility Policy
Anti-Bullying Policy
Attendance and Punctuality Policy
Behaviour Policy
Bicycle policy
Child Protection
Curriculum
Equal Opportunities Policy
Exclusion
Home School Agreement
Learning and Teaching
Restraint
SEN
Substance Abuse Policy
Supporting students with medical conditions
Uniform Policy