



ST HILARY'S SCHOOL
HEALTH AND SAFETY POLICY
Including EYFS and After School Care

Introduction

This Health and Safety policy provides a framework by which St Hilary's School organises and manages its health and safety throughout the school. It is not intended as a stand alone document and implementation is achieved via specific policies and the staff handbook.

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

ST HILARY’S SCHOOL
HEALTH AND SAFETY POLICY

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ST HILARY'S SCHOOL

HEALTH AND SAFETY STATEMENT OF INTENT

As governors of St Hilary's School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of St Hilary's School by appointing Mrs Vivien Gillman, Chair of Governors, with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmistress. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- Mrs Vivien Gillman attends the meetings of the school's Health and Safety Committee termly and receives copies of all relevant paperwork.
- The minutes of the Health and Safety Committee are discussed at each meeting of the Buildings and Finance Committees, as well as at Full Governing Board meetings, as well as any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per above) are considered by the Buildings Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the catering contractor, Thomas Franks, arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services. The Bursar reports on any findings to the Buildings Committee.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Buildings Committee.
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Buildings Committee.
- The school has a competent person undertake a risk assessment for legionella, every two years and a monthly water sampling and testing regime in place.

- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as Science Technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the staff who is involved with trips and visits.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmistress, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed _____ Chair of Governors, for and on behalf of the Board

Date _____

ST HILARY'S SCHOOL

ORGANISATION ARRANGEMENTS

RESPONSIBILITIES

The following is an outline of the organisational responsibilities for Health and Safety:-

Governors

- The Chairman of the Governing Body of the school and the Board of Governors are responsible for ensuring the approval of this policy.
- To appoint a governor responsible for Health and Safety, who is a member of the Health and Safety Committee.
- To consider and agree on the annual report produced by the Bursar including allocation of any resources.
- To monitor the effectiveness of the Health and Safety management plan.
- To include Health and Safety on the Governing Body and board meeting agendas.

Headmistress

- In overall control of the day-to-day management of the school and is ultimately responsible for ensuring the implementation of the Health and Safety Policy.
- To communicate with staff on Health and Safety issues including that the findings of risk assessments are communicated to the appropriate staff.
- Determining that all Health and Safety actions have been carried out effectively.
- To communicate with Governors on Health and Safety issues.
- The Headmistress will seek the services of an Occupational Health Professional as required.

Bursar

- To monitor the practical implementation of the Health and Safety policy.
- To chair the Health and Safety committee and to provide the minutes to the Governors.
- Responsible for Health and Safety arrangements around the site, monitoring and reviewing repair and maintenance.
- To ensure overall site security.
- To ensure that all visitors and contractors on the site are made aware of the school's Health and Safety policy and fire procedures.
- To make arrangement for any appropriate Health and Safety training as advised and make resources available.
- Arranging for accident and general health and safety investigations to take place.
- To act as the "Responsible Person" in terms of the fire safety.
- Ensures that regular testing and servicing of the fire detection system and extinguishers are undertaken.
- To ensure that regular health and safety inspections are undertaken.

- To ensure that the school minibus is adequately taxed, serviced and insured and all health and safety checks are undertaken.
- To ensure that appropriate action has been taken in relations to findings of the risk assessments as advised.
- To ensure that all equipment is inspected and serviced at recommended intervals.
- To ensure that the asbestos management plan is drawn up and that the register is maintained and that all maintenance staff or contractors undertaking any work on the premises do not damage any parts of the structure of the building without taking appropriate precautions.

Deputy Head

- To act as Fire Warden.
- To attend St Hilary’s Health and Safety Committee.

Health and Safety Committee

- To provide a forum for the discussion of Health and Safety issues.
- To make recommendations to the Governors on any health and safety issues.

The current membership of the Health and Safety Committee, which meets termly, is:-

Bursar	Health and Safety Governor (Chair of Governors)
Deputy Head	Head of KS1
Early Years representative	Site Manager
Head of Science	Head of Art
Head of PE	Head of DT
Catering staff representative	Office Secretary

All staff

- To ensure that they comply with the requirements of St Hilary’s school Health and Safety policy.
- To undertake visual inspections of their areas to ensure that any hazards identified are suitably controlled as far as reasonably practicable.
- To use personal protective equipment as identified.
- To immediately bring to the Bursar’s attention any defects in the structure of the school or equipment.
- To take part in Health and Safety training.

Office Secretary

- Member of the Health and Safety committee.
- Has responsibility for all first aid matters within the school
- Checks and maintains all first aid equipment throughout school

Health and Safety Advisor (Bursar)

- Monitor the practical implementation of the Health and Safety policy.
- Initiate the completion and regular reviews of the area and activity risk assessments.
- Undertake fire audits.
- Undertake risk assessments on communal areas.
- Undertake fire risk assessments and produce action plans as appropriate
- Develop and monitor Health and Safety policies.
- Provide updated advice on recent changes in Health and Safety legislation and best practice.

The Staff with specific responsibilities in the School are:

Management of first aid including Medical Room	Miss J Trew
Insurance Claims/RIDDOR submissions	Mrs S Jones
Kitchen and dining room	Mrs M Marshall
Classrooms and cloakrooms	Class teachers
Passage and stairs	All staff
Staff room	All staff
Art Room and equipment	Miss J Brooker
Landing outside Year 6 and fire exit	Mrs G Mitchell
Design and Technology room	Mr R Fairbairn
Science laboratory	Miss K Dodman
Library	Miss K Hilder
Music wing	Miss H Evans
Games areas (inc hall) and equipment	Mrs L Fairbairn
ICT room and equipment	Mr R Fairbairn
Performing Arts room	Mrs T Bokota
Administration offices/ storerooms	Mrs S Jones
Nursery/Kindergarten	Mrs L Thornton/Mrs J Verdoorn/Mrs J Calverley
Grounds, Playgrounds Driveways and Paths	Mrs S Jones / Mr D Aristidov
Before School Care	Mrs S Jones
After School Care (Years 1 to 6)	Mrs L Thornton
After School Care (EYFS)	Mrs U Hillery

COMMUNICATION

Staff are informed of their health and safety responsibilities via the Health and Safety Policy and the Staff Handbook. Updates on Health and Safety are also provided during staff meetings and via email communication.

The school's Health and Safety Committee meets once a term and the minutes of the meeting are emailed to all staff.

Staff are encouraged to raise issues relating to health and safety to the Bursar.

TRAINING

St Hilary's school recognises that relevant health and safety training is an important part in the school's Health and Safety Policy.

The Bursar and Deputy Head have the responsibility for organising health and safety training. A list of recent Health and Safety training undertaken is included in Appendix II.

IMPLEMENTATION ARRANGEMENTS FOR HEALTH AND SAFETY

RISK ASSESSMENT

In order to effectively implement the school's Health and Safety Policy risk assessments are undertaken throughout the school in accordance with the Management of Health and Safety at Work Regulations 1999.

Risk assessment is a systematic process that has three main purposes:

- To identify all things and activities which may cause harm i.e. *what could go wrong?*
- To consider the risk of that harm occurring to the pupils; staff and visitors to the school i.e. *what would be the result of that harm*
- To put controls in place to eliminate the hazards or to reduce it to an acceptable risk.

The responsibility for completion of the risk assessments is highlighted below.

Classrooms	Class/Form teachers
Communal Areas	Bursar
Office Areas	Bursar
Design and Technology	Head of DT
Art	Head of Art
Science laboratory	Head of Science
Music Department	Head of Music
Hall/ Stage	Bursar
Nursery and nursery garden	Nursery Room Manager
Maintenance Activities	Site Manager
Minibus	Site Manager/ Bursar
PE activities	Head of PE
Catering	Thomas Franks
Cleaning activities	Excalibur
Grounds including play areas and car park	Bursar/Site Manager
After School Care	After School Care Manager

Staff, receive information and support in completion of the risk assessments from the Bursar.

All risk assessments are passed to the Bursar to complete an action plan for any additional controls that have been identified.

The findings of the risk assessments are cascaded throughout the department via staff meetings as applicable.

The risk assessments are reviewed on an annual basis by the responsible person as highlighted above. Reviews are undertaken sooner if

- A major incident/ accident / near miss occurs in the department.
- There is a structural change in the department.

FIRE SAFETY

The school has a Fire Policy which outlines the preventative measures for fire.

The Bursar is the designated “responsible person” in terms of fire safety.

Fire Risk Assessment

The production of a fire risk assessment allows the school to identify any fire hazards; the precautions the school has in place to control these hazards and the identification of any additional control.

A hard copy of the fire risk assessment is located in the Bursar’s Office and an electronic fire risk assessment identifies the hazard in relation to fire, the precautions the school is taking and additional controls.

The actions arising from the fire risk assessment will be progressed by the Bursar in consultation with the Health and Safety, Buildings and Finance Committees.

Fire Safety Plans.

All rooms have a “In the Event of a Fire” notice displayed.

Fire Evacuation Procedures

Staff procedures are contained in the Staff Handbook.

Responsibilities

Headmistress (in absence Deputy Head)

- Takes overall control of the evacuation.
- Co-ordinates with Class/Form Teachers to ensure that all pupils are accounted for.
- Co ordinates with Deputy Head to ensure all staff are accounted for.

Bursar

- Liaises with Fire Brigade as necessary.
- Provides information to the Headmistress as to whether it is a false alarm.
- Ensures that all support staff are accounted for

School Office Admin Staff

- Collects class lists, absence data and pupil signing in and out book to distribute to Class/Form teachers.
- Collects emergency contact lists.
- Collects visitors' register and checks off any visitors, peripatetics and contractors in the building.
- Collects Staff Register and checks off staff present.

Class/Form Teachers

- Checks pupil lists to ensure all pupils are accounted for.

Heads of Nursery and Kindergarten

- Check registers to ensure that all Nursery/Kindergarten children and staff are accounted for.

Fire Training

Every new member of staff is given information on fire awareness and the school's fire evacuation procedures on his/her first day.

The Bursar, in conjunction with the Headmistress, will organise briefing sessions for all staff at the appropriate intervals. The purpose of the briefing sessions is to ensure that:-

- everyone is aware of the importance of fire safety and preventative measures.
- the evacuation procedures can be carried out
- the appropriate staff have a basic knowledge of fire fighting.

Fire Drills

The Bursar, in conjunction with the Headmistress, will organise fire drills at a minimum on a termly basis, normally one announced and one unannounced per term. The outcomes of these fire drills will be monitored and recorded by the Bursar, and reviewed at the Health and Safety committee meeting.

All staff will be sent a questionnaire to identify any issues arising out of the fire drill. These will be reviewed by the Bursar and remedial action taken where necessary.

Visitors/ Contractors

All visitors/contractors (other than parents/guardians collecting pupils) arriving at the school in term time are requested to sign-in at the front hall. They, along with groups who use part of the premises, are given information outlining the procedures to follow in the event of the alarm being raised and the location of the relevant assembly points. Fire evacuation instructions are on the back of all visitor badges.

During school holiday periods all staff must still sign in and out at the school office and contractors will sign in and out through the Site Manager.

Members of staff, at whatever level, are responsible for the safety of visitors at all times.

FIRST AID

St Hilary's School follows the requirements of the Health and Safety (First Aid) Regulations 1981 as amended and the Education (Independent School Standards) (England) Regulations 2003.

Support of Medical Needs

The school has an Office Secretary in the office to administer medication.

Please refer to Medical and First Aid Policy for full details.

ACCIDENT REPORTING

The school complies with the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 1995.

There are separate accident books for staff/visitors and pupils. The accident books for the main school are located in the front admin office. The Nursery/Kindergarten has separate accident books for individual rooms.

The record must include:

- The date and time of accident causing injury.
- Details of the pupil or staff/visitor
- Location of accident
- Brief but clear description of circumstances and nature of injury.

Office Secretary is responsible for recording all accidents to staff and main school pupils.

Nursery/Kindergarten staff are responsible for recording all incidents to Nursery/Kindergarten pupils.

Reporting of major accidents or dangerous occurrences.

Incidents will be notified to the Bursar immediately who then notifies the Health and Safety Executive via the RIDDOR online service where:-

- Any person (including pupils) die as a result of an accident out of or in connection with work;
- Any person at work suffers a major injury as a result of an accident arising out of or in connection with work; Major injuries include:- fractures (other than fingers or toes); any amputation; dislocation of shoulder, hip, knee or spine; loss of sight; a chemical or hot metal burn to the eye; an injury resulting from an electrical shock; any injury leading to hypothermia, heat induced illness, unconsciousness or requiring resuscitation.
- Any person not at work (including pupils) suffers an injury as a result of an accident arising of or in connection with work and that person is taken from the school or site of the accident to a hospital for treatment; or
- There is a dangerous occurrence

Where a member of staff is incapacitated for work for more than 7 consecutive days (excluding the day of the accident but including any days which would not have been normal working days) because of an injury resulting from an accident arising out of or in connection with work other than one reportable above, the school should complete a RIDDOR return within 10 days.

Certain occupational diseases are reportable.

Accident report books are kept indefinitely and in any event will not be destroyed without the prior consent of the school's insurers.

OFF SITE EDUCATIONAL VISITS

The school recognises that trips, visits and outdoor education activities involve pupils in varying degrees of risk as well as physical challenges. The school accepts that trips, visits and outdoor activities cannot be completely without risk but aims to reduce that risk to a sensible practical level.

In order to manage the risk all off site educational visits are accompanied by effective planning and risk assessment. Staff are provided with advice on completion of risk assessments via the Educational Visits Handbooks.

The member of staff organising a school visit ensures that:-

- The educational visit complies with the guidelines and procedures outlined in the appropriate Educational Visits Handbook.
- The group leader is competent to monitor and manage the health and safety risks throughout the trip.
- The ratios of staff to pupils are appropriate.
- The risk assessment has been completed and appropriate safety measures are in place.
- Adequate first aid provision has been addressed and arrangements have been made for medical needs. In the case of an Early Years trip, a Paediatric First Aider must accompany the trip.
- The mode of transport is suitable.
- A school emergency contact has been nominated.
- The group leader and the school emergency contact have a copy of all the adults and pupils travelling in the group.
- There is a contingency plan in place for delays.

STRESS

The school recognises that workplace stress is an issue that can have an adverse impact on those affected and acknowledge the importance of identifying and reducing workplace stress factors.

Definition and Symptoms of Stress

This policy will use the following definition of stress as defined by the Health and Safety Executive: "stress is the adverse reaction people have to excessive pressure or other types of demand placed on them". This definition makes the distinction between pressure, which can have a positive effect when managed correctly and stress which can be detrimental to health.

All staff should be alert to possible symptoms of stress in others which may include:

- Increase in sickness related absence, particularly short term absence.

- Decrease in work performance.
- Decrease in decision making ability.
- Changes in work relationships, e.g. conflict between colleagues.
- Decrease in staff motivation/commitment.
- Working longer hours but with diminishing effectiveness.
- Lack of enthusiasm.

Symptoms to be alert for in recognising stress in yourself include:

- Fatigue, disturbed sleep, aching muscles.
- Loss of appetite, indigestion.
- Dependence on alcohol or drugs.
- Headaches.
- Inability to relax.
- Sense of not being in control.
- Difficulty in retaining information.
- Poor concentration and indecisiveness.
- Increased irritability.
- Change in attitude to work/colleagues.
- Anxiety/depression.

Each member of staff should be alert to these symptoms either in themselves or in colleagues and to take appropriate action to address the issue in accordance with the steps set out in this policy.

Where stress factors are identified, the school aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress.

Responsibilities of the Senior Leadership Team:-

- Conduct and implement recommendations of risk assessments within their area.
- Ensure good communication between staff particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff have opportunity for career progression as appropriate.
- Monitor workloads to ensure a fair distribution of work.
- Monitor working hours to ensure that staff are not working to excess.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested on good management practice and health and safety.
- Ensure that bullying and harassment are not tolerated.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work, e.g. bereavement or separation.
- Meet regularly with staff to listen to any concerns.
- Create a culture in which staff know they can raise concerns and that their concerns will be treated sympathetically and seriously.

Responsibilities of Staff:-

- Raise issues of concern (including concern relating to colleagues) with Heads of Department. Do not await until a formal appraisal to identify concerns.
- Accept opportunities for counselling when recommended.

MANUAL HANDLING

Although manual handling tasks are limited around the school, St Hilary's School recognises the need to assess all manual handling activities to minimise the risk of injury to staff and pupils and to comply with legislation.

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

The Bursar assesses all manual-handling activities and considers whether they are likely to cause injury to the individual(s) concerned with the job. In addition consideration is also given to whether the task can be avoided completely, e.g. by mechanisation, use of wheeled equipment, etc.

St Hilary's School will provide mechanical aids such as trolleys and provide instruction and training as identified.

DISPLAY SCREEN EQUIPMENT

It is the school's policy to comply with the Health and Safety (Display Screen) Regulations 1992.

In order to minimise the risk of ill health from display screen equipment, the school undertakes the following:

- Identification of all "display screen users". A "user" is someone who habitually uses such equipment for a significant part of his/her normal work.
- Assessment of the risks to the health and safety of those "display screen users" from the use of visual display equipment. The assessment considers environmental considerations; workstation design; workstation users.
- Assessment of the workstations and identification of all necessary ergonomic preventive and protective measures needed.
- If deficiencies are identified in work practices or arrangement of workstations then corrective steps are taken.

Display screen users are provided with information regarding their workstation, environment and posture. The school will provide the cost of eye tests as requested by any "display screen user". Where a user is found to need eye sight correction for normal viewing of the screen then the school will pay for such corrective appliance.

WORKING AT HEIGHT

The school recognizes that according to HSE statistic accidents involving working at height are the main cause of accidents in the Education Sector.

The school acknowledges that under the Working at Height Regulations 2005, 'Work at Height' is defined as "work in any place where, if precautions weren't taken a person could fall and be injured". Therefore this includes activities such as putting up displays, maintenance tasks.

The school continually assesses all working at height activities and ensures that:

- All work at height is avoided wherever possible.
- Where it cannot be avoided then a risk assessment will be undertaken to establish what work equipment or other measures will be used to prevent a fall.
- Where they cannot eliminate the risk of a fall measures are taken to minimise the distance and consequences of a fall should one occur.
- Information and instruction is provided to all staff on suitable controls specific to their task.

SLIPS AND TRIPS

Floors, surfaces and traffic routes are suitable for purpose and are regularly cleaned/maintained. Where surfaces become slippery eg. when washed, appropriate signage is used to warn of the hazard. Wherever possible, such activities are carried out at less busy times of the day to minimise the exposure to risk. Floors, surfaces and traffic routes are kept clear of obstructions, articles or substances which may cause a person to slip, trip or fall.

SCHOOL SECURITY

The site is kept secure at all times. Access via both the pedestrian and vehicular gates is by coded entry or contact with the office via a call entry system. Entry points are monitored by CCTV 24 hours a day, with monitors in the school office for staff to see who is trying to gain access. Staff have coded access which operates at all times. This code is changed at least annually or as required. During normal working hours, both visitors and staff are required to sign in and out in the school office. All visitors are required to wear a St. Hilary's Visitors badge. Those who let facilities at the school have their own access code which is only valid on the days and times required for their lettings. Using the code at any other time would not gain access. The Site Manager of the school lives on site.

HAZARDOUS SUBSTANCES

All reasonable steps are taken to prevent the exposure of staff and pupils to substances hazardous to health or to control any exposure to within acceptable limits.

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

In accordance to the Control of Substances Hazardous to Health Regulations, COSHH assessments are undertaken on all hazardous substances within the school. For hazardous substances used in the Science Department then this assessment is provided by CLEAPPS. In the Maintenance; Art and DT Departments the outline procedure below is followed:

- An inventory of all substances hazardous to health is kept on the school premises, with appropriate information.
- The Head of Science carries out risk assessments of the exposure of staff and pupils to hazardous substances in the Science Lab.

- All school activities and operations which involve or may involve exposure to substances hazardous to health are assessed and appropriate control measures are taken if elimination or substitution of the substance is not possible.
- Each risk assessment is reviewed annually and all school activities and operations using hazardous substances are reassessed every three years.
 - Personal protective equipment is provided for staff and pupils where required.
 - All staff are provided with understandable information on the nature of the hazardous substances they work with. They are kept informed about any new information.

PERSONAL PROTECTIVE EQUIPMENT

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

The school via the Bursar and subject teacher ensures that the PPE is

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

It is each staff member's responsibility to:

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

ELECTRICAL SAFETY

The school recognises the potentially fatal hazards associated with electrical supply.

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

The School ensures that all electrical systems are designed, installed and maintained by competent persons in accordance with the Electricity at Work Regulations 1989 and the latest edition of the IEE Wiring Regulations.

The procedure below is followed:

- The Site Manager is informed of all portable electrical equipment brought onto site.
- All staff ensure that electrical faults and hazards are reported immediately to the Site Manager or Bursar who ensures that the relevant corrective action is taken immediately.
- Once a faulty piece of equipment is identified it is not used and if possible (without risk to personal safety) it is isolated from the mains supply. If there is any likelihood of the equipment being reconnected by mistake then the plug is removed by the Site Manager.
- All Class 1 portable electrical equipment receives regular appliance tests and any defects rectified before being issued or re-issued to staff.
- Routine visual inspections are made before use of any equipment.
- All staff are made aware that no person is to attempt to repair any faulty electrical appliances or carry out any electrical work without being 'competent' and without having management authority, suitable training and correct equipment. Where necessary a permit to work may be required before certain high-risk work can begin.
- The school will keep a record of all formal inspections and repairs carried out to equipment or installations.

GAS SAFETY

The school ensures that any gas appliance, flue and installation pipe work is maintained in a safe condition. For this purpose a planned inspection is undertaken by a CORGI registered engineer and suitable remedial action taken where required organized by the Bursar.

USE OF EQUIPMENT

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

It is the policy of St Hilary's School to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 / 2002.

Through the co operation of the staff the school ensures that

- All equipment used at work is safe and suitable for the purpose for which it is used. This includes tools and equipment used in physical education, science, art and design, sports, play and maintenance activities. All such equipment is services and maintained on a regular basis.
- All staff and where applicable pupils are trained to use the equipment correctly.
- Damaged or faulty equipment is taken out of use until repaired by an authorised competent person

All staff ensure that if equipment is found to be damaged, broken or showing signs of not working correctly, then the procedure is as follows.

1. Equipment is taken out of use.
2. Equipment is labelled as "out of order" and stored in a safe place.
3. The fault is reported to the Site Manager or in his absence the Bursar. If the fault is serious then the Site Manager is informed immediately and if urgent in person to the Site Manager and Bursar.
4. Neither academic nor non-academic staff undertake any repairs to equipment.

LONE WORKING

Lone working is not allowed at St Hilary's School except under very exceptional circumstances.

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

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

Working at height tasks are prohibited where there is only one person on the school site.

VIOLENCE TO STAFF

The school does all in its power to minimise the risk from parents and pupils to staff. This includes providing a public place for meetings with parents which is within easy reach of the office. Where meetings are likely to be contentious staff are encouraged to take another staff member with them. Parents meetings are held in shared areas of the school such as the Pepper Pot Dining Room and a member of the School Management Team is always present. Any violence or aggression directed towards staff by anyone is not accepted.

YOUNG PERSONS AND WORK EXPERIENCE

The school may occasionally employ young persons (those under the age of 18) or provide work experience for a young person, particularly in the Nursery. Young persons are particularly at risk due to their inexperience, youth and lack of awareness of school practices.

The supervising member of staff is responsible for undertaking a risk assessment on the activities of the young person. A template risk assessment is provided for this purpose. Control measures will then be implemented to ensure that all hazards are eliminated or controlled to a safe level.

Controls include

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

USE OF VEHICLES

Only staff authorized to do so, may drive the school minibus. A separate minibus policy has been produced and all staff authorised to drive the minibus are issued with a copy of this policy.

The car park is supervised during drop off and collection to ensure safe vehicle movement. To further minimise the risk of injury, vehicle gates operate on the front drive to restrict vehicle movement on the school site at all times.

Vehicle access to the site is restricted by coded access gates. Vehicles are not allowed on site from 8.30am to 9.00am or 12.00 to 2.00pm and 3.30pm to 4.00pm. At all other times during school hours vehicles are guided onto the site by a member of staff.

ASBESTOS MANAGEMENT

Under the Control of Asbestos at Work Regulations 2006 the school has taken all reasonable steps to manage asbestos. For this purpose an asbestos management plan has been implemented and is available at the Bursary. All reasonable steps have been made to remove the asbestos as required in the management plan. All contractors are made aware of the asbestos management plan.

CONTROL OF CONTRACTORS

In selection of contractors to carry out work on the school premises or to provide services the following factors are considered:

Long term contractors e.g. catering and cleaning

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

Short term contractors e.g. electrical and plumbing.

- Where contractors are not DBS checked then there is control over the contractor to ensure he/she does not have access to unsupervised children.

EMPLOYEE PREGNANCY

The school recognises that it has a duty of care to all pregnant employees.

On receiving written notification that an employee is pregnant the school will assess the specific risks to that employee and take action to ensure that she is not exposed to anything that will damage her health or that of the unborn child.

If the assessment reveals that there is a risk then the school informs the employee about the risk and what will be done to ensure that neither she nor the unborn child is injured.

The school assesses if there are any practical ways that the risk can be avoided e.g. adjusting the working conditions and/or hours of work. If that does not remove or adequately control the risk then the school aims to provide suitable alternative work. If that is not possible then the school gives the employee leave under the terms of section 46 of the Employee Protection (Consolidation) Act 1978.

These steps only apply where the school, having undertaken the risk assessment identifies occupational hazards which arise from normal pregnancies.

All risk assessments are recorded and agreed and signed by the employee.

DEPARTMENTAL SAFETY POLICIES

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

Science

PE

DT

Reviewed January 2016

St Hilary's School

Science Department Safety Policy

Introduction

Under the Health & Safety at Work etc. Act 1974; it is the duty of the employer to have an up-to-date written statement of health and safety policy, including the arrangements for carrying out that policy; the statement and any revisions must be brought to the attention of employees. In this school, the general policy statement of the school is supported by policy statements of those departments with particular risks, such as the Science Department.

The Science Laboratory is kept locked when no member of staff is present.

Responsibilities

Responsibilities of Head of Science

The Head of Science is responsible for implementing the science safety policy and procedures at the school. These include:

- Ensuring that a comprehensive risk assessment is undertaken for all activities undertaken in the science department and that the risk assessment is regularly reviewed. (See section on risk assessments)
- Ensuring that only pupils in Year 5 and 6 pupils use the Bunsen burners and are trained to do so.
- Ensuring that all staff and pupils wear the appropriate protective equipment as deemed by the risk assessment.
- Ensuring that all equipment is visually checked before use and any defects reported immediately to the Bursar.
- Ensuring that all chemicals are stored correctly and that the information on the hazards provided by CLEAPSS is adhered to.

Advice on health and Safety matters in Science

The school has a subscription to CLEAPSS, The Gardiner Building, Brunel Science Park, Kingston Lane, Uxbridge, UB8 3PQ Tel: 01895 251496, Fax / Answerphone: 01895 814372, Email: science@cleapss.org.uk for the purposes of obtaining risk assessments and general health and safety matters in science . The Head of Science keeps a note of the username and password.

Advice on general Health and Safety is also available from the Bursar and the HSE.

Risk Assessment

Under the Management of Work Regulations the Head of Science undertakes a risk assessment of the laboratory and storage facilities which is reviewed on an annual basis.

St Hilary's school has adopted *Be safe! Health and Safety in Primary School Science and Technology* (3rd edition, 2001, Association for Science Education*, ISBN 086357324X). This contains model risk assessments for the activities normally undertaken in the teaching of science. The Head of Science will refer to 'Be Safe' on a regular basis when planning their lesson timetable. Where relevant guidance cannot be found in Be Safe additional model risk assessments are referred to from CLEAPPS e.g. Hazards for all hazardous substances; L5p Safe Use of House hold Chemicals and L86pElectrcal Safety.

The Head of Science, when carrying out specific risk assessments for practical work, will always consider:

- designing practical work in such a way as to minimise hazards
- seeking the safest practical way of achieving desirable educational objectives
- emphasising individual's responsibilities to implement safety policies, procedures and precautions
- being aware of the uses of various types of safety equipment

Laboratory safety rules

All pupils are provided with safety rules at the start of Year 3 (the point at which pupils begin to use the Science Lab). These rules are placed in their science books and the safety rules are also displayed in the laboratory.

Hazardous substances

The school adheres to the regulations set down in the Control of Substances Hazardous to Health Regulations. For this purpose all safety information for all chemicals is retained by the Head of Science. All hazardous substances are kept in locked cupboards within the science laboratory with a separate store for flammable substances.

Electrical Safety

All portable equipment undergoes an annual portable appliance test. Visual inspection of the equipment is undertaken on a termly basis.

Gas Safety

The laboratory is fitted with a key operated gas safety shut off switch at the laboratory door. The gas is always kept in the "off" position until required. A gas cut off is also located under the teaching bench. Prior to the Bunsen burners being used, all gas pipe work is visually inspected by the Head of Science and all pupils are reminded of the safety rules when using equipment.

Personal Protective Equipment

Personal protective equipment such as lab coats; safety glasses and gloves will be worn as dictated by the hazard cards or specific model risk assessment for an experiment. The Head of Science will ensure that all

pupils wear the correct personal protective equipment at all times and that the integrity of the equipment is scheduled on a termly basis.

EMERGENCY PROCEDURES

Fire Safety

The laboratory and the laboratory prep room are fitted with smoke detectors which are interlinked to an automatic call panel which activates the fire bell. Fire extinguishers and a fire blanket are provided in the laboratory. Science staff receive fire awareness training on a regular basis and information on how to deal with a bench fire. The fire procedures for the laboratory are regularly tested via the termly fire drill.

Chemical Spill kit

In the event of a chemical spillage the Hazard card will be consulted. A chemical spill kit is available at all times. The responsibility for cleaning any chemical spills rests with the Head of Science.

First Aid

The laboratory is equipped with a first aid kit and an eye wash station. The Head of Science is trained as an Emergency first aid at work. As the school is small in size a first aider will be summoned immediately from the main school office.

Incident reporting

All incidents and near misses are reported via the main school accident book held by the school office and are reviewed on a termly basis by the Health & Safety Committee.

Pupils suffering from specific conditions e.g. asthmatic; epileptic; diabetes; anaphylaxis

The Head of Science will have a register of all those pupils with specific conditions and this is noted on class registers.

Nuts are not used in any experiments.

Where an experiment is likely to give off any fumes (non hazardous in normal circumstances) then this will be noted on the lesson plan and a note made for asthmatic to stand at rear of classroom away from experiment.

St Hilary's School

Physical Education Policy

General Guidance

Pupils are generally at greater risk of injury whilst participating in sports and physical education than in most other school activities. It is therefore essential that measurable efforts be taken to prevent accidents. The Head of PE is responsible for ensuring that physical education equipment is safe and that the lesson plans are adequate.

The following factors will be taken into consideration before any activity is undertaken and appropriate action taken to reduce the risk of accidents:

- the type of activity chosen
- the aptitude of the individual
- the level of experience of the teacher
- the class size
- the weather
- the physical conditions
- the behaviour of the pupils on the day

Extra care will be taken when moving equipment e.g. gym mats or when carrying equipment such as hockey balls or shot putt.

Appropriate clothing and footwear will be worn at all times.

Staff must ensure that accidents during sports and PE activities are reported and recorded promptly and accurately. Where remedial action is necessary to prevent future accidents, this will also be recorded. The accident book is regularly reviewed to ensure that staff can demonstrate that they take account of previous occurrences with the intention of preventing them happening in the future.

St Hilary's School

Health and Safety in Design and Technology

Introduction

St Hilary's School believes that all children should learn about Design and Technology as soon as possible. Design and Technology is offered to Year 3, 4, 5 and 6 in the D&T room. Key Stage 1 have their lessons in their classrooms using their own resources and those that are sometimes borrowed from the D&T room. Occasionally Year 2 use the D&T room in the Summer Term.

Responsibilities of Head of Art and DT

The Head of Design Technology is responsible for applying the workshop safety policy and procedures at the school. These include:

- Ensuring that a comprehensive risk assessment is undertaken for all activities undertaken in the DT department and that the risk assessment is regularly reviewed.
- Ensuring that all pupils are fully trained on the use of the DT equipment and assesses their competency.
- Ensuring that all staff and pupils wear the appropriate protective equipment as deemed by the risk assessment.
- Ensuring that all equipment is visually checked before use and any defects reported immediately to the Bursar.

Risk Assessments

Risk assessments are undertaken by the Head of DT of all activities for Design and Technology. The risk assessments are reviewed on an annual basis or sooner should an incident arise. The findings of the risk assessment are communicated to the Bursar and through the Health and Safety Committee as appropriate. Pupils are also briefed on the findings in conjunction with the workshop rules.

Safety Rules

All pupils are provided with the safety rules at the start of their time attending lessons in the DT room, which are discussed fully and recorded by them on a specially designed sheet. When handling a new piece of equipment or at the start of each project they are reminded of these rules. If they fail to remember one of the rules they are also stopped and reminded as a class. The DT room is always kept locked when not occupied by a member of staff.

Electrical Safety

All portable equipment undergoes an annual portable appliance test. Visual inspection of the equipment is undertaken on a termly basis. There is an emergency cut off switch located by the door to isolate any equipment.

Chemical Safety

The Design and Technology department complies with the Control of Substances Hazardous to Health Regulations. Where possible non-hazardous substances are used to eliminate any hazard. Where no suitable alternative is available a COSHH assessment is undertaken.

Maintenance of Equipment

The head of DT visually checks all equipment before use. In addition to this, termly visual checks are undertaken of the pillar drill and the saw for integrity of guards and all moving parts

Fire Safety

The DT room has a call point that is connected to the central fire panel to activate the fire alarm. Fire extinguishers are also provided. All gangways around workbenches are kept clear. The Head of DT ensures that all equipment is switched off at the mains when not in use and that glue gun stands are always in use.

DT staff are trained in fire awareness. This training is supported by regular drills arranged by the Headmistress and the Bursar.

First Aid

A fully equipped first aid box is maintained in the DT room along with eye wash. The first aid kit is checked in line with the first aid policy. The Head of DT has received training equivalent to an appointed persons.

MONITORING AND REVIEW

To ensure the effectiveness of St Hilary's School Health and Safety policy in providing and maintaining environments and systems of work which are safe and without risk to health, procedures for monitoring and audit are established:

- All St Hilary's staff and contractors are required to routinely and regularly inspect the areas within their control and carry out operational risk assessments where required.
- Regular school health and safety inspections are conducted by the Senior Leadership team and issues acted upon by the Bursar.
- Records of accidents and incidents are reviewed by the School's Health and Safety Committee to assist in the risk assessment process and in the setting of priorities.
- All St Hilary's employees are required to bring to the attention of a senior member of staff any areas of the School Policy for Health, Safety and Welfare that appears to be inadequate.

At regular intervals school Health and Safety Committee meets to discuss any accident reports and the performance of the school in compliance with the Health and Safety Policy, to establish areas where improvements in procedures and training could be made where necessary. Committee reports and conclusions are reported to the School Governors and the Safety Policy and risk assessments revised as required.

APPENDIX I

REFERENCE LEGISLATION AND DOCUMENTATION

The school is governed by the following legislation.

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

RECENT HEALTH AND SAFETY TRAINING UNDERTAKEN

8th January 2013 - All Staff – INSET training run by SMS Business Systems Ltd covering the following topics:-

The Common Sense initiative
Fire Equipment and Evacuation
Control of Substances Hazardous to Health
Display Screen Equipment
Manual Handling
Working at Height
Lone Working

October 2015 – Bursar – ISBA Health and Safety Update

December 2014 – Bursar - ROSPA Health and Safety Foundation Course