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<b>Policy Author:</b>	Doug Grieb – Head of Operations
<b>Ratified by:</b>	Alfred Foglio – Chair of the Board of Directors

**The purpose of the plan is to:**

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

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## **EQUALITY AND DIVERSITY STATEMENT**

*Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any employee or applicant and it helps to promote equality at this school.*

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## Table of Contents

Section	Content	Page
1	Statement of Intent	3
2	Aims of the Policy	3
3	General Statement	4
4	Organisation and Responsibilities	5
5	Arrangements	10

## **1. Statement of Intent**

This policy statement relates to Yarrow Heights School's overall approach and policy to the management of health and safety at work. Yarrow Heights School ("the school") aims to provide a safe and healthy environment for all pupils, employees, visitors, and contractors. To achieve this aim, it is necessary that the full support and co-operation of all users of the premises is given. Health and safety are the responsibility of all individuals, and their recognition of this responsibility is important. The school's objectives are to prevent all injuries wherever possible and to establish safe working practices throughout all areas of the school. The school acknowledges that it is their duty to take reasonable steps to ensure that all plant equipment and school resources are maintained in a safe condition and that all of the premises are, where practical, free of defect that may affect the health and safety of those using them. It is the school's policy to comply with all statutory requirements concerning Health and safety, both in practice and spirit. However, it is the duty of all employees, pupils, and other users of the school's premises to take all necessary precautions to protect themselves and others from injury, which may arise from their actions, and everyone is to abstain from any act of endangering others.

## **2. Aims of the Policy**

The aims of this policy statement are to set down the broad approach which Yarrow Heights School will take towards the management of health and safety in the workplace. These include:

- ✓ Reinforcing the School's commitment to the provision of a healthy and safe environment for all pupils, employees, visitors, and contractors,
- ✓ Setting down a framework for risk assessment,
- ✓ Reminding all pupils, employees, visitors, contractors, and other persons acting on behalf of the School of their responsibilities in terms of health and safety at work issues,
- ✓ Providing advice, information and training relating to all aspects of health and safety to all pupils, employees, visitors, and contractors, as necessary.

NB: This policy should be read in conjunction with the other relevant policies developed for the safe and effective operation of the school.

## **3. General Statement**

The school is fully committed to meeting its responsibilities under the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and associated legislation, both as an Employer and as a Company. The main responsibility for health and safety at the school lies with the Governing Body. This responsibility is delegated, day to day, to the Headteacher, Senior Leadership Team (SLT) and Site Manager as outlined below in the specific descriptions of responsibilities.

To comply with its statutory and common law duties, the school has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the school. School Employees agree, as part of their contract of employment, to comply with their individual duties under both the Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 and will co-operate with the School to enable it to fulfil its health and safety duties under the Act.

The School will comply with its duties towards employees under the Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, so far as is reasonably practicable, to:

- ✓ Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work and a safe system of work,
- ✓ Ensure the safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances,
- ✓ Provide such information, instruction, training, and supervision as may be necessary to ensure the health and safety at work of its employees,
- ✓ Make regular risk assessments available to all employees,
- ✓ Take appropriate preventive/protective measures,
- ✓ Provide employees with health surveillance where necessary,
- ✓ Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy, as necessary.

This policy has been prepared in compliance with Section 2(3) of the Health and Safety at Work, etc. Act 1974 and binds all directors, managers, and employees, in the interest of employees, contractors and customers. We request that our contractors, stakeholders, and visitors respect this policy, a copy of which can be obtained on request.

#### **4. Organisation & Responsibilities**

##### **4.1. The Governing Board**

The Governing Body have ultimate responsibility for ensuring that the School fulfils its legal responsibilities, that policy objectives are achieved, and that effective systems and mechanisms are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.

The Governing Body will also ensure that related School policies are reviewed as appropriate to ensure continuing compliance with current legislation and any changes in the law. To these ends, the Chair of the Governing Body will ensure the allocation of the resources necessary to maintain efficient health and safety arrangements.

The Governing Body will ensure that the appointment of a Health and Safety Advisors to assist the School in undertaking the measures, it needs to take to comply with the requirements and prohibitions imposed upon it by or under the relevant statutory provisions.

The Governing Body are responsible for implementing the School's Health and Safety Policy, encouraging the development of safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

##### **4.2. The Headteacher**

The Headteacher is responsible for overseeing and monitoring Health and safety procedures within the School and ensuring that:

- ✓ This policy is implemented and communicated to all necessary personnel,
- ✓ Suitable and sufficient risk assessments are carried out for all tasks and activities, and that those risk assessments are reviewed periodically or when circumstances change,
- ✓ Safe methods of working are developed and implemented,
- ✓ Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel,
- ✓ All hazardous substances are identified, assessed and the appropriate precautions implemented,
- ✓ All new equipment is fit for purpose and that all risks associated with new equipment, activities, and processes have been assessed,
- ✓ Induction training is provided to all employees prior to commencing work for the School,
- ✓ All necessary personal protective equipment is provided, maintained and replaced as necessary,
- ✓ All employees are provided with training, instruction and supervision appropriate to their role and responsibilities,
- ✓ Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of pupils, employees, visitors, clients, contractors, and other persons who may be affected by the School's activities,
- ✓ Adequate first aid arrangements, training and equipment are in place,
- ✓ All accidents and dangerous occurrences are reported in accordance with statutory requirements and School policy, and are fully investigated,
- ✓ Adequate welfare facilities are provided, maintained and cleaned.

The Headteacher will also be responsible for monitoring the Health and Safety Policy in consultation with the Health and Safety Advisors, Representatives and Site Facilities Team. The Headteacher will advise the Governing Body regarding any proposed revisions or amendments. The Headteacher will be responsible for the development and co-ordination of the health and safety programme. In particular, the Headteacher will:

- ✓ Ensure that the Health and Safety Policy and other key documents are reviewed and revised as required in consultation with the Governing Body,
- ✓ Develop and agree with the Governing Body the health and safety programme and advise on, co-ordinate, conduct and monitor health and safety training as required,
- ✓ Liaise with the Senior Management Team and Site Manager on matters of health and safety,
- ✓ Identify health and safety policies, practices and procedures in consultation with the Governing Body and communicate such to other employees, visitors and contractors,
- ✓ Keep a watching brief on any changes to relevant legislation and will inform the Governing Body of those changes,
- ✓ Provide guidance, advice and support to all staff, pupils, visitors and contractors regarding their Health and safety responsibilities and duties,
- ✓ Ensure that all statutory tests, inspection and maintenance of safety systems, installations and equipment at the premises are carried out and that adequate records of such are retained,
- ✓ Ensure that suitable and sufficient risk assessments and fire risk assessments are carried out for all premises occupied by, or under the control of the School and that those risk assessments are reviewed periodically or when circumstances change,

- ✓ Ensure that adequate emergency procedures are developed and maintained, and that all persons with designated emergency responsibilities are provided with adequate information, instruction and training,
- ✓ To liaise with statutory bodies, enforcing authorities and emergency services as necessary,
- ✓ To ensure that adequate first aid arrangements, training and equipment are in place,
- ✓ Report all accidents to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR),
- ✓ Promote responsible attitudes towards health and safety throughout the School,
- ✓ Ensure that an effective Health and Safety System of working is actioned/recorded and maintained throughout the School.

#### **4.3. The Senior Leadership Team (SLT)**

The SLT will ensure that arrangements for the health and safety of employees and pupils within their area of responsibility are made known, maintained and reviewed whenever there is a change of operation or location. The SLT are accountable to the Headteacher for implementing the School Health and Safety Policy, encouraging the development of safety procedures, and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility. They must also ensure that employees within their departments are adequately trained and receive the support they need to perform their duties. In particular, the SLT are responsible for implementing and monitoring Health and safety procedures within their area of responsibility and ensuring that:

- ✓ This policy is implemented and communicated to all necessary personnel,
- ✓ Suitable and sufficient risk assessments are carried out for all tasks and activities including trips and that those risk assessments are reviewed periodically or when circumstances change,
- ✓ Safe methods of working are developed and implemented,
- ✓ Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel,
- ✓ All hazardous substances are identified, assessed and the appropriate precautions implemented,
- ✓ All work equipment is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed,
- ✓ Induction training is provided to all employees upon commencing work for the School,
- ✓ All necessary personal protective equipment is provided, maintained and replaced as necessary,
- ✓ All employees within their area of responsibility are provided with training, instruction and supervision appropriate to their role and responsibilities,
- ✓ Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of pupils, employees, visitors, clients, contractors, and other persons who may be affected by the School 's activities,
- ✓ All accidents and dangerous occurrences are recorded and reported to the Headteacher and Site Manager
- ✓ Carrying out inspections, checks and monitoring as necessary to ensure that this Health and Safety Policy and all applicable safe working practices are being complied with,
- ✓ Where appropriate, accidents, incidents and near misses are investigated, and that reasonably practicable arrangements are implemented to prevent re-occurrence.

#### **4.4. The Site Manager**

The Site Manager will be responsible for bringing to the attention of the Headteacher any defects in the School buildings, grounds or plant and equipment. In particular, the Site Manager will:

- ✓ Carry out inspections of the School with specific regard to processes, working practices and personal protection,
- ✓ Carry out additional inspections where practices have changed following new information, or where new regulations have come into operation e.g. COSHH,
- ✓ Investigate and record potential hazards, and investigations of any complaints by staff within the School.

#### **4.5. Employees**

All Employees are responsible for co-operating with and assisting the School to meet its Health and safety objectives. All employees are responsible for ensuring that:

- ✓ They are aware of this Safety Policy and their responsibilities within it, ✓ They cooperate with the School in meeting its statutory duties,
- ✓ At all times, they take reasonable care of themselves and others who may be affected by their acts or omissions,
- ✓ They use any equipment, substance or safety device provided by the School in accordance with any training or instruction provided,
- ✓ They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety,
- ✓ They attend, and take note of any health and safety training required including induction training,
- ✓ They use any Personal Protective Equipment provided, ensure that such equipment is maintained in a condition fit for that use, and that any defects are reported immediately to management,
- ✓ All accidents, dangerous occurrences and near misses are immediately reported to their line manager,
- ✓ They are fully conversant with all fire, emergency and first aid procedures applicable to the area in which they are working,
- ✓ Where an employee identifies any condition, which in his or her opinion is hazardous, the situation is immediately reported to a member of SLT.
- ✓ Bringing any matters of concern to the attention of a member of the SLT as soon as practicable, and assisting with the resolution of those concerns,
- ✓ Assisting the SLT with the recording, reporting and investigation of accidents, incidents and near misses within their area of responsibility.

#### **4.6. Pupils**

Pupils have a duty to take care of their own health and safety, and that of others who may be affected by their actions. All pupils are responsible for co-operating with the School and assisting the School to meet its health and safety objectives. All pupils are responsible for ensuring that:

- ✓ They observe safety rules of the School and in particular the instructions of Staff given in an emergency,
- ✓ They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.
- ✓ They observe and note exit signs in all rooms for evacuations procedures and routes,

- ✓ They move around the building in an orderly manner, especially at break or lunchtimes,
- ✓ They follow instructions from staff in practical lessons, use safety equipment that has been provided and take part in relevant training. Pupils are not permitted to enter practical areas without the permission of teaching staff.

#### **4.7. Health and Safety Advisors**

The School will appoint one or more health and safety advisors to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions. The Health and Safety Advisors will advise the Governing Body, Headteacher, and Site Manager regarding:

- ✓ Ensuring the School is aware of statutory obligations and recommended Codes of Practice,
- ✓ Formulating, developing, and maintaining Health and safety policies, both for existing activities and new activities,
- ✓ How the School can promote a positive Health and safety culture and secure the effective implementation of this health and safety policy,
- ✓ Advising management of their responsibilities for accident prevention and avoidance of health hazards,
- ✓ Review of performance and audit of the health and safety programme.

#### **4.8. Visitors**

Visitors and other users of the premises are required to observe the School Health and Safety Policy, including the appropriate fire, emergency and first aid procedures, along with any specific instructions from duly authorised representatives of the School.

All visitors to the School premises are required to sign in on arrival and sign out again on departure, even if only leaving the premises for a short period.

Visitors who observe or become aware of any hazardous conditions or circumstances are requested to advise their host as soon as possible in the interests of the health and safety of employees, visitors and contractors. In the event of an incident or emergency, all visitors should comply with instructions from their host and/or duly authorised representatives of the School.

#### **4.9. Hirers**

When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices. The Site Manager will seek to ensure that hirers and others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are always met.

When the School premises or facilities are being used outside normal School hours for a School -sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section. When the premises are hired to persons outside the employment of the School, it will be a condition for all hirers and others using the School premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:

- ✓ Introduce equipment for use on the School Premises,
- ✓ Alter fixed installations,
- ✓ Obscure or otherwise hinder fire and safety notices or equipment,

- ✓ Take any action that may create hazards for persons using the premises or the employees or pupils of the School.

The Governing Body draws the attention of all users of the School premises (including hirers and contractors) to Section 8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety, or welfare.

#### **4.10. Contractors**

Contractors are responsible for complying with the relevant statutory duties placed upon them by the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work

Regulations 1999, the Construction (Design and Management) Regulations 2015 and other applicable Regulations.

This responsibility includes ensuring that all employees and sub-contractors are competent to carry out their work safely, and in accordance with the relevant standards and statutory requirements.

Contractors are also responsible for complying with the School 's contractor's rules and any instructions regarding Health and safety from duly authorised representatives of the School.

Contractors are responsible for assessing the risks associated with their work on behalf of the School, and the methods to be used to eliminate those risks or reduce them so far as reasonably practicable.

Contractors should provide adequate information to the School regarding these risks and the methods used to control them.

### **5. Arrangements**

#### **5.1. Risk Assessments**

The Headteacher and SLT will carry out suitable and sufficient risk assessments for all areas and tasks within their area of responsibility at the School. Where appropriate, the Health and Safety Advisors will provide assistance, guidance, and support in the carrying out of these risk assessments. Such risk assessments will be reviewed periodically, or where there are significant changes of circumstances. Appropriate safe systems of work, including method statements, will be developed by SLT based upon the findings of their risk assessments, and communicated to all necessary employees, contractors, and visitors within their area of responsibility.

#### **5.2. Accident and Near Miss Reporting and Investigation**

The school will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation. All staff are responsible for reporting accidents to the Headteacher and SLT, who will ensure that the necessary

information is entered onto the Accident Information Sheets. All pupils' accidents are recorded in the School Accident Book by the appropriate First Aider.

The Headteacher and SLT will ensure that all accidents and near misses are investigated to establish the direct and indirect causes. The Headteacher will ensure that all reportable injuries, diseases, and dangerous occurrences are reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (regulations 4, 5,6 and 7).

How to make a RIDDOR report - <http://www.hse.gov.uk/riddor/report.htm>

The school will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### **5.3. Asbestos**

The school understands and recognises the importance of managing high risk materials within the school buildings including the requirement to manage asbestos.

We have developed an asbestos management plan which will include a survey of the existing buildings clearly identify any asbestos containing material. The survey will form the basis of our ongoing management arrangements.

The School will take appropriate measures to protect employees, visitors, clients, contractors, and other persons who may be affected by the School 's activities from unsafe exposure to ACM's within those premises.

We will assess the type and location of asbestos in our buildings and where necessary, employees will be provided with adequate training to ensure that they are aware of the properties of asbestos and its effects on health; the types, uses and likely occurrence of asbestos and

ACMs in buildings and plant; the general procedures to be followed to deal with an emergency; and how to avoid the risks from asbestos.

The School will develop adequate procedures for the discovery of any previously unknown suspected ACM's and emergency procedures for the disturbance of suspected ACM's which may have resulted in the release of asbestos fibres into the air. It is broadly the policy of the school to ensure asbestos containing material is not disturbed and over time to remove this risk from our buildings portfolio where this can be done safely and under controlled conditions.

Contractors working on our premises will be provided with adequate information regarding the location and type of any known ACM's on the premises and will be required to take all necessary precautions to prevent the disturbance of known and previously unknown ACM's. They will be challenged to sign our on-site register and assess any work activity against the site survey All Contractors' staff working in areas or premises where there is a reasonably foreseeable presence of ACM's will be required to have received adequate asbestos awareness training, and to report any previously unknown ACM's to the School as soon as practicable.

### **5.4. Consultation (Safety Committee)**

The Headteacher, will plan for the establishment of a Health and Safety Group to report to the Governing Body. The group will cover all appropriate areas of work or special hazards and all areas within the School will be represented through staff attendance.

Terms of reference for the safety committee will be established and agreed once the committee is formed. We will also engage directly with our teaching and support staff to ensure their ongoing safety and well-being.

#### **5.5. Contractor Competence and Control**

The School will seek to identify suitable contractors through competence checks and selection procedures. The School will ensure that any health and safety hazards within the area of work are communicated to contractors.

The School will issue Contractor's Safety Rules to all Contractors and will check to ensure that these are being adhered to.

All Contractors selected to carry out any work on behalf of the School should be made aware of the standard of health and safety management that is expected of them and provide evidence of competence e.g. suitable training records.

All Contractors will also be required to supply the School with a copy of the relevant risk assessments and method statements for approval prior to commencing work on School premises. The school site manager will coordinate all site operations with the SLT and Headmaster.

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

The School will identify all substances used, handled, transported and stored by employees or pupils, and ensure that Manufacturers Safety Data Sheets (MSDS) are obtained for them. Where reasonably practicable, hazardous substances will be avoided or substituted by a less hazardous alternative. The School will arrange for COSHH Assessments to be carried out for all substances hazardous to health.

Adequate precautions will be implemented to eliminate or reduce the risks from hazardous substances, including the provision of Personal Protective Equipment (PPE) to employees free of charge. Assessment findings will be conveyed to employees and pupils as necessary. Employees and pupils will be provided with information, instruction and training regarding hazardous substances they use as part of their activities.

Employees and pupils must comply with the assessment findings and if necessary, wear the appropriate PPE.

#### **5.7. Coronavirus (COVID-19)**

Yarrow Heights School will take all reasonably practicable measures to ensure that the risks to their pupils, staff, contractors and visitors from Coronavirus (Covid-19) are minimised. The School has developed a separate COVID-19 Risk Assessment which outlines the risks and the measures to be followed.

#### **5.8. Display Screen Equipment**

The School will ensure that all 'Frequent Users' of Display Screen Equipment (DSE) are identified; that they are provided with adequate guidance and information; and that they have completed a display screen assessment form. Copies of all display screen assessment forms will be retained in the relevant personnel files.

The School will review the assessment form and take the action necessary to make the workstation safe for the user. All users should be given a copy of the guidance on the safe use of display screen equipment.

### **5.9. Electricity**

The School will ensure that all fixed and portable electrical installations and equipment is tested, inspected and maintained by competent persons in accordance with the Electricity at Work Regulations 1989 and other relevant legislation and standards.

Staff should carry out visual inspections of any electrical appliances before they use them and report any defects immediately.

### **5.10. Emergency Procedures**

The School will develop, maintain and review as necessary procedures to be followed in the event of emergencies or serious and imminent danger to employees and other persons affected by its activities.

### **5.11. Fire Safety**

The School will develop and maintain procedures to minimise fire risks within premises occupied by the School.

The School will ensure that Fire Risk Assessments are carried out in accordance with the Regulatory Reform (Fire Safety) Order 1995 at all applicable premises occupied or managed by the School, and that all necessary procedures, equipment and installations are implemented to reduce fire risks as low as reasonably practicable. The School will ensure that all necessary fire precautions are in place and maintained.

Employees and pupils should comply with all fire precautions applicable to their area of work and report any hazardous circumstances to the Headteacher as soon as practicable.

We will conduct regular fire drills to ensure all staff and pupils are familiar with the arrangements and to test the suitability of the procedures and equipment installed. The findings of each drill will be reported to the SLT for review and further action where necessary.

### **5.12. First Aid**

The School will carry out a First Aid Needs Risk Assessment and ensure that adequate first aid personnel and equipment are provided for all activities.

First Aiders and Appointed Persons will be provided with the relevant first aid qualifications through suitably accredited first aid training organisations and will be provided with refresher training as necessary.

First Aiders and Appointed Persons will be responsible for:

- ✓ The maintenance of the First-Aid boxes on a monthly basis and their replenishment as necessary and
- ✓ Ensuring that accidents and incidents they are aware of are recorded within the School Accident Book.

- ✓ The school will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
  - ✓ The school will notify our Southampton Safeguarding Partners of any serious accident or injury to, or the death of, a pupil while in the school's care.
- We will apply the guidance issued by the DfE in respect of first aid provision and will retain a copy of the guidance for reference.

### **5.13. Gas Safety**

The School will ensure that all gas installations and equipment are tested, inspected and maintained by competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998 (as amended 2018) and other relevant legislation and standards.

The School will ensure that only appropriately qualified and competent engineers (Gas Safe registered) install, adjust, maintain, repair and service gas installations, and that evidence of such competence is obtained and stored by the School. The school site manager will manage and coordinate all gas installation and maintenance.

### **5.14. Hand Arm Vibration (HAV)**

HAV is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools or by holding materials being processed by machines such as pedestal grinders. The School will:

- ✓ Assess risks to the health of employees.
- ✓ Adequately control and manage these risks.
- ✓ Provide suitable equipment for employees' use. ✓ Maintain equipment correctly; and
- ✓ Give employees information and training on health risks and safe use of equipment.

### **5.15. Health and Safety Training**

The School will ensure that all employees, pupils, supply teachers, volunteers and other relevant persons are provided with adequate information, instruction and training to enable them to carry out their work and activities safely. Health and Safety training will include instruction regarding: ✓ The Health and Safety Policy and their responsibilities within it,

- ✓ Their responsibility to take reasonable care of themselves and others who may be affected by their acts or omissions,
- ✓ Fire and emergency procedures applicable to the area in which they are working,
- ✓ Information regarding significant hazards at the School, and the precautions in place to eliminate those hazards, or the risks arising from them,
- ✓ The importance of following risk assessments and safe working practices, and of using any equipment, substance or safety device provided by the School in accordance with any training or instruction provided,
- ✓ The importance of using any Personal Protective Equipment provided, ensuring that such equipment is maintained in a condition fit for that use, and that any defects are reported immediately to management,
- ✓ The procedures for reporting accidents, dangerous occurrences and near misses,
- ✓ The procedure for and requirement to report any condition, which in his or her opinion is hazardous to the Headteacher or SLT.

### **5.16. Home Working**

The School will assess the risks to employees working from home and take measures to eliminate or reduce those risks. The School will provide information and training to home workers regarding the hazards associated with working from home.

The School will consider the specific risks to New and Expectant Mothers working from home and implement the appropriate controls. We will also undertake specific risk assessment for New and Expectant Mothers (see 5.22).

### **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are always to be adhered to:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits, and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

### **Glazing**

Glass and glazing on site will be surveyed and risks assessed by the school to ensure that there is suitable safety glass in the area which the glazing is located, this includes taking into account the activities undertaken and types of children at the school. The survey is kept on file and will be reviewed and updated when there are changes to the premises. As a general rule we will provide protective film to glazing in operational areas of the school where it is not toughened or double glazed units. This will also apply in all circulation routes.

### **Doors**

We will assess each door on site as part of our ongoing maintenance strategy to ensure safety and integrity. Doors in common circulation areas and those of primary classroom will have jam protectors fitted to eliminate risk of entrapment. This will be kept under regular review as the school develops and grows.

### **5.17. Induction**

The School will ensure that all new employees are provided with induction training appropriate to their role. Employees transferring to a new role within the organisation will be provided with induction training appropriate to their new role. Induction training will include:

- ✓ Overview of the School Health and Safety Policy,
- ✓ Responsibilities and lines of reporting relating to Health and safety, ✓ Information regarding the hazards and risks associated with the role, ✓ Procedures for serious and imminent danger e.g. fire,
- ✓ Safe systems of work including Permits to Work and safe working practices,
- ✓ Accident reporting procedures and first aid arrangements,
- ✓ Procedures for consultation in matters of Health and safety.
- ✓ Arrangements for Covid safety.

### **5.18. Legionella**

The School will adopt as far as reasonably practicable the principles of control and management

identified in the current edition of the H.S.E Approved Code of practice and Guidance Document L8 “The Control of Legionella Bacteria in Water Systems” (ACOP L8). To comply with its legal duties, the School will:

- ✓ Identify and assess sources of risk,
- ✓ Prepare a scheme for preventing or controlling the risk,
- ✓ Implement, manage and monitor all precautionary control measures identified,
- ✓ Keep records of precautionary measures,
- ✓ Identify responsibilities of employees and contractors within the School.

Our site manager will be responsible for regular checking and recording of system temperatures to ensure a safe operating temperature is maintained. We will also introduce appropriate cleaning regimes to ensure water systems that create a vapour are safely maintained.

### **5.19. Lifting Operations and Lifting Equipment**

All lifting equipment will be used in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Lifting equipment will be subject to a planned preventative maintenance programme. The School will ensure that suitable arrangements are in place for the carrying out of statutory inspections and the maintenance of records. Copies of the necessary thorough test / examination certificates will be retained.

### **5.20. Lone Working**

Lone workers are defined as those who work alone without close or direct supervision. Examples of lone working activities within the School include:

- ✓ Persons working 1:1 with a pupil either in the school, the pupil’s home or on a remote sites,
- ✓ Persons travelling to and from, or working on remote sites,
- ✓ Persons opening or closing premises at the start and end of the working day,
- ✓ People working outside normal hours e.g. evenings and weekends,
- ✓ Mobile workers, and those working away from their normal location.

Where reasonably practicable, measures will be taken to avoid Lone Working through the organisation of work routines and practices. Where it is not possible to avoid lone working, risk assessments will be carried out for circumstances where employees are required to work alone, and arrangements will be put in place to minimise the risks.

Lone working risk reduction measures include:

- ✓ Training and instruction for staff who are likely to work alone,
- ✓ Periodic visits and/or contact by telephone or mobile radio with persons working alone,
- ✓ Automatic or manual warning devices to raise the alarm in the event of an emergency,
- ✓ Checks that Lone Workers have returned to their base or home at the end of a task.

### **5.21. Manual Handling**

Where reasonably practicable, hazardous manual handling activities will be avoided through task design and/or the use of mechanical aids. The School will carry out an assessment of all remaining manual handling activities and take action to eliminate, reduce or control manual

handling risks. Staff and pupils who undertake manual handling tasks should be provided with guidance on the safe lifting of loads.

### **5.22. New and Expectant Mothers**

Employees who become pregnant should inform their appropriate member of the SLT as soon possible. The School will then carry out a risk assessment for the expectant mother considering the generic assessment, the expectant mother and her work. The assessment will be reviewed regularly throughout the pregnancy and when the new mother returns to work.

### **5.23. Noise**

The School will take all reasonably practicable measures to comply with the Noise at Work Regulations 2005, and to prevent or reduce risks to health and safety from exposure to noise at work. The School will assess the risks to employees from noise at work and, where applicable:

- ✓ Take action to reduce the noise exposure that produces those risks,
- ✓ Provide employees with hearing protection if the noise exposure cannot be sufficiently reduced by using other methods,
- ✓ Make sure the legal limits on noise exposure are not exceeded,
- ✓ Provide employees with information, instruction and training,
- ✓ Carry out health surveillance where there is a risk to health.

Where possible, noise will be reduced at source using noise-efficient equipment, or through enclosure or other noise-reducing measures. Where the lower exposure action value of daily or weekly exposure of 80 dB, or a peak sound pressure of 135 dB is exceeded, the School will inform employees and provide them with hearing protection.

Where the upper exposure action value of daily or weekly exposure of 85 dB, or a peak sound pressure of 137 dB is exceeded the School will identify hearing protection zones and mark them with signs, and provide employees with hearing protectors and ensure they use them properly. Where necessary, employees will be provided with training and information on how to use and care for the hearing protection.

### **5.24. Infection Protection and Control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable. (Appendix1)

Handwashing:

- ✓ Wash hands with liquid soap and warm water, and dry with paper towels,
- ✓ Always wash hands after using the toilet, before eating or handling food, and after handling animals,
- ✓ Cover all cuts and abrasions with waterproof dressing,
- ✓ Cleaning of blood and body fluid spillages,
- ✓ Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment,
- ✓ When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface,

- ✓ Never use mops for cleaning up blood and body fluid spillages - use disposable paper towels  
and discard clinical waste appropriately,
- ✓ Make spillage kits available for blood spills,

All staff are expected to familiarise themselves with this risk assessment and assist the school in minimising the risk of transmission. We will provide staff with protective equipment where necessary. This Risk Assessment will be based upon current Government and Public Health England (PHE) advice and will be reviewed at least annually or where there are significant changes to this advice.

The school will be organised and managed to maintain bubbles where physically possible and to encourage positive behaviours among staff, pupils and parents, e.g. regular handwashing, distancing and face coverings.

### **5.25. Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) is defined as all equipment (including clothing affording protection against weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their Health and safety.

Examples of PPE include:

- ✓ Protective gloves,
- ✓ Eye protection,
- ✓ Protective headwear,
- ✓ Face masks,
- ✓ High-visibility clothing,
- ✓ Safety footwear,
- ✓ Hearing protection.

The School will ensure that PPE is provided free of charge wherever there are risks at work that cannot be adequately controlled in other ways. The School will ensure that all PPE is:

- ✓ Properly assessed before use to ensure that it is suitable,
- ✓ Maintained and stored correctly,
- ✓ Provided with instructions on how to use it safely, ✓ Correctly used by employees.

PPE users will be provided with information and instruction regarding the correct use of all PPE issued.

Employees and pupils have a duty to:

- ✓ Use any PPE provided to them in accordance with the instructions provided, ✓ Report any loss or defects,
- ✓ Return any PPE to the appropriate place after use.

### **5.26. Pressure Systems**

The School will ensure that all pressure systems are operated, maintained and examined in accordance with the Pressure Systems Safety Regulations 2000. In particular, the School will ensure that:

- ✓ A suitable written scheme of examination is in place before the system is operated,
- ✓ The system is examined in accordance with the written scheme of examination,
- ✓ The system is operated within its safe operating limits,
- ✓ All staff operating pressure systems are provided with adequate information, instruction,

training and supervision.

### **5.27. Safety Inspections**

The School will arrange for active monitoring of health and safety standards to be carried out at regular intervals. The School will ensure that premises and equipment are thoroughly inspected for defects and that any such defects are rectified as soon as practicable, or that suitable measures are taken to ensure that employees, pupil's visitors and contractors are not exposed to risks arising from those defects.

### **5.28. Slips and Trips**

The School will ensure that floors and walkways are suitable for their purpose, in a good condition and free from obstructions. The School will arrange regular visual inspections of premises and take appropriate remedial action to reduce risks. Staff and pupils should not cause slip or trip hazards, should clear any spillage that they make and should wear suitable footwear while at work.

### **5.29. Mental health & Occupational Stress**

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed upon them". The School will:

- ✓ Identify workplace stressors and take reasonably practicable measures to control the risks from stress,
- ✓ Provide information to all supervisory staff in good management practices,
- ✓ Provide support to assist staff to access counselling for stress caused by either work or external factors,
- ✓ Provide adequate resources to enable staff to implement the School 's agreed stress management strategy.

### **5.30. Violence and Aggression**

Work related violence can be defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. Yarrow Heights School provides a supportive environment for young people with a range of complex Social, Emotional and Mental Health needs. As such our young people may display aggressive behaviours and on occasions verbal or physical abuse.

The School will treat all complaints of violence and abusive behaviour directed toward staff and contractors seriously, investigate each case carefully and take appropriate action to protect staff and contractors.

The School will assess the risks of violence and aggression in the workplace and take appropriate measures to reduce those risks, including:

- ✓ Identifying potentially violent persons in advance,
- ✓ Providing training to staff so that they can spot the early signs of aggression, and either avoid or cope with it,
- ✓ Arranging for staff to be accompanied by a colleague if they are required to meet with a person, they suspect may act aggressively or violently,
- ✓ Where necessary, the school will install or consider physical measures such as CCTV cameras, alarm systems and security systems

Where persons have experienced violence or aggression, the School will provide counselling and support to minimise any long-term distress.

### **5.31. Traffic Management & Site Access**

We recognise the importance of making the school accessible and safe during arrival and departure times. We will develop a traffic management plan which will prioritise the segregation of vehicular and pedestrian traffic and also ensure the safety of pupils when they are in the school grounds. We will make accommodation for Staff parking which will be segregated from the primary foot traffic. Pupils arriving in vehicles will be directed to a designated drop off point and foot traffic will be brought into the site via a separate foot path route which will be closed to vehicles during key arrival and departure times.

At key times of the day, primarily focussed on arrival and departure we will provide attendance at the key entrance locations e.g. vehicle drop off point and pedestrian footpath access.

We will keep these arrangements under regular monitor and review to ensure the safety of our staff and pupils is maintained. Stationary and catering deliveries will be instructed to avoid these key arrival and departures times to minimise risk of interaction.

### **5.32. Welfare**

The School will provide adequate welfare facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. These provisions will include:

- ✓ Adequate ventilation, either natural or mechanical,
- ✓ Adequate working temperatures, or the provision of suitable clothing and PPE,
- ✓ Sufficient lighting to enable people to work and move about safely,
- ✓ Appropriate cleaning of the workplace, furniture, furnishings and finishes,
- ✓ Appropriate storage and removal of waste,
- ✓ Adequate room dimensions and space to allow people to move about with ease,
- ✓ Suitable and ergonomically efficient workstations and seating,
- ✓ Sufficient traffic routes to allow people and vehicles to circulate safely and with ease,
- ✓ Protection of translucent surfaces against breakage, and markings to make it apparent if there is danger of people encountering it,
- ✓ Windows and skylights that can be cleaned safely and, where required, are openable,
- ✓ Doors and gates that are suitably constructed and fitted with safety devices if necessary,
- ✓ Suitable and sufficient sanitary conveniences and washing facilities,
- ✓ An adequate supply of drinking water,
- ✓ Adequate, suitable, and secure space to store employees' own clothing and special clothing,
- ✓ Suitable and sufficient, readily available rest facilities,
- ✓ Maintenance of the above.

### **5.33. Work at Height**

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. "Work" includes moving around at a place of work but not travel to or from a place of work. The School will:

- ✓ Take measures to avoid work at height where possible,

- ✓ Provide work equipment or other measures to prevent falls where working at height cannot be avoided, and
- ✓ Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The School will seek to control and minimise the risks associated with working at height by ensuring that:

- ✓ All work at height is carefully planned and organised,
- ✓ All work at height takes account of weather conditions that could endanger health and safety,
- ✓ Those involved in work at height are trained and competent,
- ✓ The place where work at height is done is safe,
- ✓ Equipment for work at height is appropriately inspected,
- ✓ The risks from fragile surfaces are properly controlled, and
- ✓ The risks from falling objects are properly controlled.

#### **5.34. Work Equipment**

Work equipment is almost any equipment used by persons at the School including, but not limited to:

- ✓ Maintenance tools machinery,
- ✓ Tools and machinery used during lessons,
- ✓ Hand and power tools,
- ✓ Office equipment,
- ✓ Access equipment (Ladders and step ladders),
- ✓ Lifting equipment (Trolleys, hoists etc.).

The School will ensure that:

- ✓ All work equipment is suitable for the purpose for which it is provided,
- ✓ All work equipment is maintained in an efficient state, efficient working order and in good repair,
- ✓ All work equipment is where necessary, inspected prior to use and at regular intervals to ensure its ongoing safety for use,
- ✓ Measures are taken to prevent access to dangerous parts of machinery (guarding), considering the users and the type of use,
- ✓ Where specific risks exist, the School will ensure that the use of such equipment is restricted to authorised persons,
- ✓ Where necessary, appropriate signage is provided warning of specific risks associated with the relevant work equipment,
- ✓ Relevant training is provided to persons operating work equipment.

#### **5.35. Work Related Driving**

Work related driving can be defined as any occasion when an employee is required to drive as part of their work. This might include, but is not limited to:

- ✓ Driving to meetings/seminars/training,
- ✓ Visiting clients/customers,
- ✓ Transporting pupils in private vehicles
- ✓ Authorised Trips/Activities

The School will assess the risks of work-related driving activities and will take measures to reduce the risks. Where necessary, employees will be provided with training, information and instruction regarding work-related driving, and the procedures to be followed.

Employees who drive on behalf of the School must not:

- ✓ Drive under the influence of alcohol or drugs,
- ✓ Carry hitchhikers or unauthorised persons,
- ✓ Use a hand-held phone whilst driving,
- ✓ Drive in a manner that places themselves, other road users or pedestrians at risk,
- ✓ Drive whilst fatigued.

The School will implement procedures to ensure that all drivers are eligible to drive the relevant vehicle(s); that they hold the relevant licence; that their vehicle has a valid MOT certificate; and that they hold insurance for the use of their vehicle for business purposes.

### **5.36. Young Persons - Risk Assessment Requirements**

The School will not accept any young persons (under 18 years old) as employee or work placement experiences. The School will satisfy itself that, prior to any work experience placements over the age of 18, the applicable working environment is suitable for the relevant individual, and that the placement facilitator/provider (employer) has taken all reasonable steps to ensure the health, safety and welfare of the pupil, taking into account their lack of experience, absence of awareness of potential risks and their relative workplace experiences.

### **5.37. Vulnerable Persons**

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

### **5.38. Health and Safety Audits**

The objective of health and safety auditing is to check the adequacy of the health and safety policy, organisation and arrangements; and to measure the School 's performance against these. The School will arrange health and safety audits as necessary, which will include a systematic examination of the health and safety management of the business and include the following areas:

- ✓ Policy
- ✓ Organisation
- ✓ Arrangements
- ✓ Implementation and Monitoring.

### **5.39. Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance.

Appendix 1.

<b>Infection</b>	<b>Exclusion period</b>	<b>Comments</b>
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken pox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	See section in chapter 9
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ) Your local HPT will advise on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff

<b>Infection</b>	<b>Exclusion period</b>	<b>Comments</b>
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Five days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local health
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing