

LEARNING ALLIANCE ACADEMY TRUST

HEALTH & SAFETY POLICY

1.0 STATEMENT

The board of governors regards the promotion of health & safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Lynch Hill School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting (to the adviser (SBM) any incident that has led, or could have led, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses

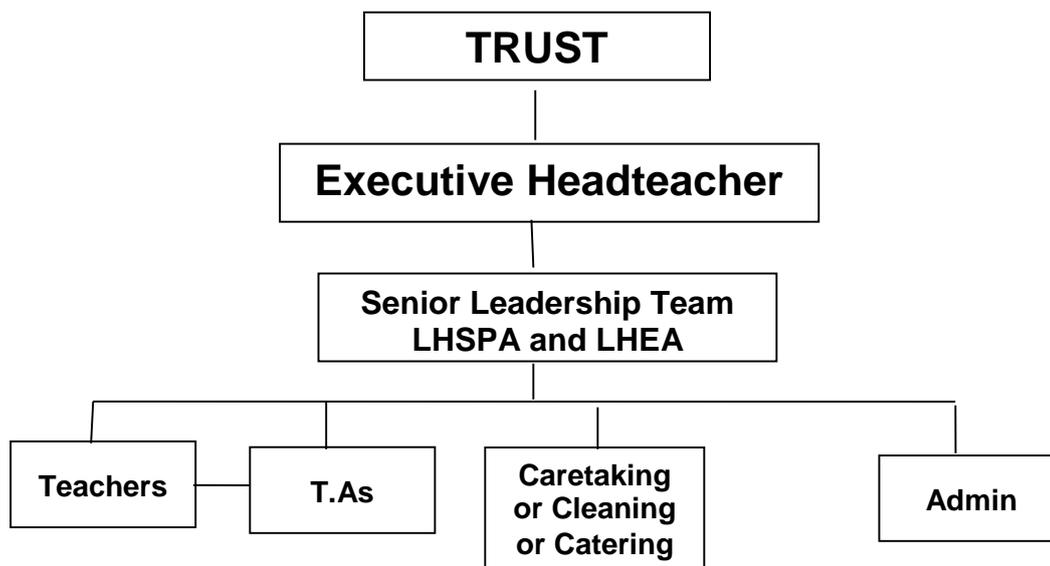
In line with the safety organisation set out in the next section of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

The policy will be reviewed annually and revised where necessary.

2.0 SAFETY ORGANISATION

Organisation within the school to meet the requirements itemised under the Policy Statement

Ultimately the responsibility for all school organisation and activity rests by definition, with the Executive Headteacher. However, all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below:



Objectives

The objectives of Lynch Hill School Health & Safety Policy are to:

- promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

3.0 RESPONSIBILITIES

Responsibilities of individuals within the school are as follows:

- **Trust:** The ultimate responsibility for all aspects of health and safety at work within Lynch Hill School rests with the Trust through the safety organisation.
- **Executive Headteacher LHSPA / Headteacher LHEA:** is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Senior Staff:** All senior staff are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the safety adviser so that the associated risks are assessed and any precautions deemed necessary are implemented.
- **Teachers and Support Staff:** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and support staff. All accidents will be investigated by the Safety Committee in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.
- **Employees, Pupils and Visitors:** Employees, pupils & visitors have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the safety adviser, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.
- **Safety Representatives:** It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility. Safety representatives are nominated to represent their area(s) of responsibility.
- **Safety Committee:** The safety committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.
- **Contractors:** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

4.0 HEALTH & SAFETY COMMITTEE

The safety committee is to comprise, at least:

- Executive Headteacher
- 1 trust member
- 1 member of the Senior Leadership Team
- 2 LHSPA staff representatives (to include the PE team)
- 1 LHEA staff representative
- Health & Safety Co-ordinator
- Premises Manager
- Union Representative

The committee will meet as deemed necessary, but not fewer than four times annually.

Terms of reference of the safety committee

Under section 2(7) of the Health and Safety at Work Act 1974, the safety committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the Trust on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of safety audit reports on a similar basis
- consideration of reports and factual information provided by inspectors of the enforcing authority
- consideration of reports that safety representatives may submit
- assistance in risk assessment and the development of school safety procedures and safe systems of work
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity in the school
- consideration of accident reports and near misses with recommendations to take to Site Committee
- Reviewing Risk Assessments for trips
- Monitor fire drill procedures
- Risk Assessments for students or work experience placements
- keep policy under review

5.0 CRISIS MANAGEMENT

A crisis management team has been set up to assist in the reduction of major hazards and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the school and is summarised below.

Crisis Management Team

The Crisis Management Team is to comprise:

- Health & Safety Committee
- School Business Manager

Function of the Crisis Management Team

- To act as the decision-making authority for the management of an incident
- To develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation
- To establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans
- To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
- To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

6.0 SAFETY ARRANGEMENTS

Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Lynch Hill School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees will look after children in their care.

In carrying out their normal functions, it is the duty of all senior staff to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to and exit from them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the Trust and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to senior staff. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

7.0 SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

Incident Reporting

Any incident, accident or injury is reported by the person or persons involved in the incident to senior staff and an incident form completed. The Health and Safety committee ensures that the Trust is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995).

Accident & Near Miss Investigation

- All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the senior staff.
- Senior staff will direct an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- The Health and Safety committee is responsible for the co-ordination of such investigations.

- All contractors will ensure that accidents involving their personnel are reported to the safety adviser of the school, as well as their own reporting chain.

Reporting Procedures

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property is reported to senior staff, governors and the trust. Such reports are investigated and recorded.



8.0 HEALTH ISSUES

Smoking

Smoking is not permitted anywhere on the school site and on school trips.

Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

Staff feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. For help contact **The Staff Counselling Service**, advertised on the notice board in the staffroom.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

Staff Wellbeing (refer to Appendix - Policy on the Management of Stress)

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage or harm is done. The Executive Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise or eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

Expectant Mothers

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children.

Procedure

- Staff (full and part-time) should inform the SBM as soon as possible and in writing when pregnancy has been confirmed.
- The SBM will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

9.0 RISK ASSESSMENTS (Refer to Appendix)

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments will be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held at the office.

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make themselves aware of the contents of those relating to their area of work.

10.0 WORK SPECIFIC HAZARDS

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

Display Screen Equipment (DSE) (Refer to Appendix)

All staff that use PCs will complete the Workstation Self Assessment Checklist to be returned to the Health & Safety Coordinator.

The nominated DSE Assessor is the Health & Safety Coordinator and an audit of all staff has been undertaken to identify those staff who would be considered as DSE 'users'. A list of these staff is contained in the Appendix. DSE 'users' are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.

The optician's fee for the eyesight test will be reimbursed by the school. The standard letter will be completed by the employee prior to the eye test, and taken to the optician. The employee will return the completed form to the Executive Headteacher after the test.

If the optician confirms that a user requires new visual correction specifically for work with DSE, the school will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for display screen work.

Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually under the terms of the maintenance contract. The SBM is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the SBM immediately.

The Executive Headteacher will be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. All items brought into school will be electrically tested.

The Executive Headteacher will be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations, etc.

Design Technology, Premises & Catering Machinery and Equipment

An inventory of all equipment should be kept of all machinery & equipment. The hand tools available are to be used under **strict guidance and close supervision of teacher or teaching assistant**, when used by pupils. Such equipment – even simple items such as scissors and staple guns – will be locked away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision. A checklist should be made every year and reported at Health & Safety Meetings.

Moving and Handling (Refer to Appendix)

All equipment will be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they will be given clear instruction in the correct way to lift and handles items. There will always be at least 4 pupils per piece of equipment or mat. Close supervision is appropriate at all times.

Individuals will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by pupils. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move

goods, equipment or furniture, please either ask for help or share your concerns with the SLT before carrying out the activity.

Lifting Children

There may be times when needs are appropriate to lift children. Lifting with restraint is not appropriate in some circumstances. If a child needs to be lifted this would usually be recorded in a Care Plan.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clear and clean.
- Do not obstruct emergency exits.

Violence at Work (any incident)

All staff will report to their line manager or Executive Headteacher or Health & Safety Coordinator any incident of aggression or violence (or near misses) directed to themselves from any source and a verbal / physical assault, threat or abuse report will be completed. All incidents of violence will be reported to the Health & Safety Committee.

Off-site Activities (Refer to Appendix)

The school has a separate policy on Off-site visits. Staff will ensure that prior to planning or accompanying an off-site visit, that they are aware of the school policy. All visits require a Risk Assessment to be carried out.

Work Experience Placements

This school works in partnership with secondary schools and colleges to provide work placements. Any proposed placement should be discussed with the Executive Headteacher or Head of School.

As the placement provider, risk assessments should be undertaken by the Executive Headteacher or teacher as soon as the placement details have been agreed in conjunction with the secondary school or college and **before** the student takes up the work placement.

Providers should be informed in advance about any individual students who may be at greater risk, for example because of any specific medical needs or behavioural needs or learning difficulties.

Teaching staff will be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the school.

Use of Harmful Substances (refer to Appendix – COSHH)

- When using harmful substances, whether they be material or chemical substances, all personnel will ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the safety adviser. The user department is to be in possession of a safety data sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety adviser.

Hand Care

Hand washing is encouraged and sanitisers are available in all classes.

Safe Working Procedures

The SLT will ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe working procedures will be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

Defective Tools and Equipment

- All defects found in handtools, power tools or any other equipment will be reported immediately to the SLT, who in turn will apprise the safety adviser of the details.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been effected.

Means of access

- When using access equipment, such as ladders, etc, the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

Machinery

All staff controlling the use of machinery will be familiar and comply with the following legislation.

- Factories Act 1961: Safety (General Provisions)
- Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test and Examination etc) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

Electrical Equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty will not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

Emergency services

- Fire, police or ambulance services can be contacted by dialling 999 from any room and asking for the service required. Ensure the office are aware of the situation.
- There are a number of first aiders at school – refer to current list for details.

Fire Prevention (see appendix Fire Safety)

- A notice "Action to be taken in the event of a fire" is posted around the school and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable.
- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

Visitors

- It is the duty of all personnel within the school to ensure the health & safety of all visitors to the school.
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is used for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.
- It is the duty of the visitor to be responsible for their health & safety and they should familiarise themselves with health & safety.

Contractors

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the Health & Safety Adviser.

Use of Vehicles

Only those persons authorised and in possession of the appropriate licence are to drive school businesses.

Staff are fully insured through the school to drive their own vehicle on school business.

Legionellosis

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows:

- All showers are to be turned on and left running for five minutes weekly.
- All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- The water temperature is to be between 39 degrees C and 42 degrees C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

September 2015

Appendices

- Policy on the Management of Stress including The Staff Counselling Service
- Risk Assessments
- Fire Safety
- Display Screen Equipment (DSE) (Refer to Appendix)
- Manual Handling
- Off-site Activities
- COSHH