



Health & Safety Policy

Policy ratified by the Finance & Premises Committee

Autumn Term 2021

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Policy Owner: Vicky Rodrigues, Business & Operations Leader

EXTERNAL POLICY

If you have any questions about this policy please contact info@grovepark.hounslow.sch.uk

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1. Statement of Intent

The Governing Board believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Implementing actions to prevent accidents and work-related ill health
- c) Identifying and controlling curriculum and non-curriculum work activities and hazards through risk assessment.
- d) Defining duties, functions and responsibilities for health and safety at all levels within this policy and in associated arrangements, procedures and instructions.
- e) Complying with all relevant statutory duties and legal requirements as a minimum standard and adopting best practice to further minimize risks to health and safety.
- f) Ensuring safe working methods and providing safe equipment
- g) Providing effective information, instruction, training and supervision as needed to ensure the competency of our employees and wider workforce (including volunteers) to enable them to understand and meet their health and safety responsibilities.
- h) Monitoring and reviewing systems to make sure they are effective
- i) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- j) Setting targets and objectives to develop a culture of continuous improvement
- k) Ensuring adequate welfare facilities exist at the school
- l) Ensuring adequate resources are made available with sufficient promptness to support the implementation of health and safety measures

A Health and Safety Management System (as set out in Section 3) has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

The policy will be continually monitored and updated as required, particularly when changes in the scale and nature of operations occur. This policy will, at a minimum, be reviewed annually.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. The school's Health and Safety Management System

“An Occupational Health and Safety Management System (OHSMS) is a framework that allows an organisation to consistently identify and control its health and safety risks, reduce the potential for accidents, help achieve compliance with health and safety legislation and continually improve its performance.” British Standards Institute.

By implementing a health and safety management system, the school can more effectively satisfy:

- a) The requirement under Section 2 of the “Health and Safety at Work Act 1974” to prepare and revise a written health & safety policy.
- b) Regulation 3 of “The Management of Health and Safety at Work Regulations 1999” to make a suitable and sufficient health and safety assessment of the risks to which employees and others are exposed.
- c) Regulation 5 of “The Management of Health and Safety at Work Regulations 1999,” which states that after the employer has introduced risk control (preventative and protective) measures following risk assessment that they then have a duty to implement appropriate management controls to ensure the effective “planning, organisation, control, monitoring and review” of the preventative and protective measures.

The emphasis of any OHSMS is that health and safety should be a continuously planned process, repeated on an annual cycle. This school's Health and Safety Management System is shown as a diagram below.



4. Risk Assessments

The school regards risk assessment as the crux of health and safety decision making and the principle tool for developing suitable preventative and protective control measures. The school will conduct documented risk assessments for all activities and situations for which there is a significant foreseeable risk. All risk assessments will be reviewed annually or earlier if significant changes occur. A folder of template risk assessments is maintained.

5. Roles and responsibilities

5.1 The Local Authority and Governing Board

The London Borough of Hounslow has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Board.

The Governing Board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

5.2 Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing and monitoring the health and safety policy
- Ensuring there are enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Governing Board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

The Headteacher can delegate these tasks, as appropriate, but shall remain responsible for health and safety. In the Headteacher's absence, the Business and Operations Leader assumes the day-to-day health and safety responsibilities.

5.3 Health and safety lead

The nominated health and safety lead is the Business and Operations Leader.

5.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

5.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

5.6 Contractors

Contractors will agree health and safety practices with the Headteacher (and or Business and Operations Leader/Site Manager) before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Regular contractors including Chartwells and Aktiva will comply to the schools health and safety practices as well as any additional regulations specific to their areas of work. They are responsible for First Aid for their employees as well as children in their care.

6. Site security

The Site Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Manager, Business and Operations Leader, Headteacher and Assistant Headteachers, are key holders and will respond to an emergency. They will be contacted in the order listed above.

It is advised that Key Holders do not attend the site alone for an emergency call out.

7. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

Current staff have been trained and all new staff will be trained in fire safety. Staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may only be used by trained fire wardens, who will have the understanding of how to operate them and are confident that they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly point in the playground.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The assistant school business manager will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1, these items are included in the Site Manager's monthly fire checks.

8. COSHH (Control of substances hazardous to health)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products are stored in a locked external shed or in one of four locked cleaning cupboards within school. Cleaners are instructed not to leave chemicals on display when not in use and cleaning products must be stored in locked cupboards.

Any hazardous products are disposed of in accordance with specific disposal procedures. If you are unsure whether specific disposal procedures are required please contact the Site Manager.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

8.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

8.2 Legionella

- A water risk assessment was completed on 4th February 2020 and a written report was issued to the school on 8th September 2020. The assessment was completed by Barry Hadden, monitoring technician, on behalf of the company 'HSL'. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book and ensuring that all recommendations are implemented.
- This water risk assessment will be reviewed by an appropriately qualified specialist every year and/or when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: water temperature monitored monthly by HSL, water heaters serviced bi-annually, 'point of use' heaters serviced annually, disinfection of showers quarterly and mixer valves are checked externally annually.

8.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site in the Asbestos Management Plan. This record is maintained by the Site Manager and updated annually.

9. Equipment

- The Site Manager ensures that all equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked by the member of staff who placed the order to ensure that it meets appropriate educational standards
- All staff are responsible for ensuring that equipment is stored in the appropriate storage containers and areas and that containers are labelled with the correct hazard signs and contents.

9.1 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
- Any potential hazards will be reported to the Site Manager immediately or in his/her absence, the Business and Operations Leader
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

9.2 PE equipment

- Pupils are taught by the relevant staff members how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the hall floor or other apparatus must be reported to the Site Manager or in his/her absence, the Business and Operations Leader.

9.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

- Staff identified as DSE users are entitled to an eyesight test up to the value of £20 for DSE use upon request, and annually thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use, up to the value of £60).

9.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

10. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site Manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, should not be undertaken when working alone. If there are any doubts about the task to be performed then the task should be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. If the lone worker does not return within the time frame specified and is unable to be contacted, the colleague, friend or family member should contact the Site Manager, Headteacher or Business & Operations Leader.

The lone worker will ensure that they are medically fit to work alone.

11. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height which are only for use by those who have completed ladder safety training
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

12. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance.

The Site Manager will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

13. Off-site visits

When taking pupils off the school premises, staff must ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on schools trips and visits

14. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be provided with a copy of the school's health and safety policy, and will have responsibility for complying with it.

15. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

16. Smoking

Smoking and illegal substances are not permitted anywhere on the school premises.

17. Infection prevention 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.

17.1 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 dressings

17.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

17.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

17.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

17.5 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 as described below
- Make spillage kits available for blood spills

17.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

17.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

17.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

17.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

17.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. This document is: https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

18. New and expectant mothers

Risk assessments will be carried out by the Site Manager or Business & Operations Leader whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

19. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

20. Accident reporting

20.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. This is then immediately logged by the first aider on our online system, Medical Tracker.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held on Medical Tracker will be retained by the school in accordance with the current Data Protection Policy on retention of records and then securely disposed of.

20.2 Reporting to the Health and Safety Executive

The Business and Operations Leader will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Business and Operations Leader will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

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

20.3 Notifying parents

Depending on the severity of the accident, the Headteacher, Business & Operations Leader or the First Aid Leader 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.

20.4 Reporting child protection agencies

The Headteacher will notify the local authority's safeguarding team of any serious accident or injury to, or the death of, a pupil while in the school's care.

20.5 Reporting to Ofsted

The Headteacher 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.

21. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work with pupils who have specific special educational needs (SEN), are given additional health and safety training.

22. Monitoring

This policy will be continually monitored and updated as required. This policy will, at a minimum, be reviewed by the Business and Operations Leader every year.

At every review, the policy will be approved by the Finance and Premises Committee.

23. Links with other policies

This Health and Safety policy links to the following policies:

- First Aid & Medication Plan
- Supporting Pupils with Medical Conditions
- Accessibility Plan
- Asbestos Management Plan
- Data Protection Policy

Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	