



LINWOOD SCHOOL (All Campuses)

Health and Safety Policy

~~March 2019~~ **June 2022**

Next review ~~March 2022~~**5** or earlier if deemed necessary

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1.1 Employer

The employer, as defined under section 130 of the Education Act 1996, is the Governing Body of Linwood School, Bournemouth and its campuses.

1.2 Statement of Intention

1. The Governing Body recognises and accepts its health and safety duties and responsibilities under the Health and Safety at Work, etc., Act 1974 and the Management of Health and Safety at Work Regulations 1992, so far as is reasonably practicable, for providing a safe and healthy working environment for all its teaching and non-teaching staff, pupils, contractors and visitors. It also fully recognises and accepts its responsibility for other persons who may be affected by its activities. It will take steps to ensure that its statutory duties are met at all times. However, all staff, pupils, contractors and visitors must understand that their own safety and the safety of others also depends on their individual conduct and vigilance while on the premises or while participating in school-related activities.
2. The Governing Body will take all reasonable steps to meet this responsibility, paying particular attention to the provision and maintenance of:-
 - (a) A working and learning environment that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for welfare at work.
 - (b) A safe and healthy place of work with safe access to and from it.
 - (c) Plant, equipment and systems of work that are, so far as is reasonably practicable, safe and without risk to health.
 - (d) Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - (e) Sufficient information, instruction, training and supervision to enable all teaching and non-teaching staff and pupils to avoid hazards and contribute positively to their own health and safety.
 - (f) Necessary safety devices and personal protective equipment, training, maintenance and supervision of their use.
 - (g) Adequate financial provision to meet the approved codes of practice and requirements of all legislation, including protective measures identified by risk assessment.
 - (h) A constant and continuing interest in all aspects of health and safety.
 - (i) Risk assessments with appropriate preventative and protective measures to eliminate or significantly reduce workplace hazards.
 - (j) A smoke-free working environment.

Signed **Date**
Executive Head Teacher

Signed **Date**
Chair of Governors

Introduction

The “Health and Safety at Work etc Act 1974” (HASAWA) and other regulations place duties upon employers, employees, and the self employed to protect everyone involved in, or affected by, work activities.

These duties have been improved in the years since the original Act in 1974 through continuing release of new regulations and approved codes of practice.

The process of development is expected to continue and has been given added impetus through the embodiment into UK law of EC Directives. The “Management of Health and Safety at Work Regulations 1999” is a significant example.

This Health and Safety Policy brings together into one document the procedures and guidelines developed within the School, and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Board of Governors and **Executive** Head Teacher, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with, understand, and act upon its requirements.

All employees and contractors have a legal requirement to keep themselves and others around them safe while at work and to comply with statutory duties, and not to recklessly misuse anything provided by the School in the interests of health, safety and welfare.

This policy is issued with the authority of the Board of Governors and **Executive** Head Teacher and its requirements are binding upon all employees.

Section 2

Responsibilities and Duties

2.1 Organisation:

This Health and Safety Policy is the written Statement of the Governing Body which determines matters of policy on Health and Safety.

Matters of detail are considered and determined by the Premises Committee of the Governing Body.

Responsibility for the day-to-day enactment of the Governor’s Health and Safety policy is delegated by the Governing Body to the **Executive** Head Teacher and members of staff in accordance with the statements set out in Section 2.2 below.

2.2 Delegation of Responsibility:

Designation

Executive Head Teacher

Responsible to: - Governing Body

- 1 To liaise with the Governing Body in terms of Health and Safety.
- 2 To inform the Governing Body of the schools safety procedures as necessary.
- 3 To inform the Governing Body of any incident notifiable under RIDDOR.
- 4 To report to the relevant authorities any incident notifiable under RIDDOR.
- 5 To encourage staff, pupils and others to promote a culture of health and safety within the school.
- 6 To inform the Governing Body of specific items of expenditure necessary for compliance with statutory obligations.

Health and Safety Leader:

Responsible to: - **Executive** Head Teacher

- 1 To form part of the **Senior and Middle Leadership Team (SMLT)** ~~Health and Safety Committee~~.
- 2 To be the focal point for day-to-day references on safety.
- 3 To give advice or indicate sources of advice on Health and Safety.
- 4 To report to the relevant authorities any incident notifiable under RIDDOR.
- 5 To maintain contact with outside agencies able to offer expert advice.
- 6 To co-ordinate the implementation of approved safety procedures within the school.
- 7 To stop any practices or use of plant or equipment considered unsafe until satisfied as to safety.
- 8 To collate accident and incident information.
- 9 **To make regular safety inspections of the premises and** to carry out, with **appropriate members of SMLT** ~~the Health & Safety Committee~~, risk assessments to identify potential hazards.
- 10 To **identify and** arrange for suitable and relevant training and to keep records of such training.
- 11 To be aware of changes in health and safety legislation.
- 12 To specify, in liaison with the relevant members of staff, items of personal and general protective equipment.
- 13 To act with appropriate members of staff to ensure that COSHH assessments on all relevant substances are carried out and records kept.
- 14 **To review accident and near-miss incidents and statistics.**
- 15 **To review regularly the emergency policies and procedures.**
- 16 **To review regularly the facilities for first aid and welfare.**

School Senior and Middle Leadership Teams

Responsible to: - **Executive** Head Teacher

- 1 To have a general interest for the application of health and safety in their particular areas of responsibility.
- 2 To ensure that safe working practices, ~~as identified by the Health and Safety Committee~~, are complied with.
- 3 To resolve specific problems with health and safety as may be relayed to them by members of staff in their areas of responsibility.
- 4 To ensure that all new members of staff to their areas of responsibility receive suitable training relevant to their particular workplace.

~~Health and Safety Committee~~

~~Responsible to: - School Leadership Teams~~

- ~~1 To make regular safety inspections of the premises.~~
- ~~2 To act with the Health and Safety Leader to review accident and near-miss statistics.~~
- ~~3 To review regularly the emergency policies and procedures.~~
- ~~4 To review regularly the facilities for first aid and welfare.~~
- ~~5 To make recommendations to the relevant body for additions or improvements to plant and equipment which are dangerous or potentially so.~~
- ~~6 To review and disseminate health and safety information to relevant parties.~~
- ~~7 To identify the needs of health and safety training.~~
- ~~8 To identify aspects of the school's operation which do not comply with statutory requirements and communicate such observations to the School Leadership Team.~~

Teaching and Non-teaching Staff Holding Positions of Special Responsibility

Responsible to: - School Senior Leadership Team

- 1 To have responsibility for the application of the School's safety policy to their own department or area of work.
- 2 To maintain a safe and healthy working environment in their area of responsibility.
- 3 To undertake risk assessments of the working environment under their control and to report to **SMLT** causes for concern.
- 4 To keep appropriate records of safety matters and actions taken.
- 5 To disseminate to all staff and, where appropriate pupils, all relevant information regarding health and safety.
- 6 To assess the health and safety training needs of the staff in their charge and inform **SMLT** of these needs.

Caretaker

Responsible to: - School Senior Leadership Team

- 1 To supervise external and internal contractors while on site.
- 2 To ensure contractors are made aware of all pertinent information relating to health and safety.
- 3 To ensure that servicing of all electrical, gas and other relevant equipment is carried out in accordance with statutory and manufacturers' requirements and that records are maintained.
- 4 To act in conjunction with the Health and Safety Leader to ensure that COSHH assessments on all relevant substances are carried out and records kept.
- 5 To notify Health and Safety Leader of breaches of health and safety.

Teaching Staff

Responsible to: - Assistant Head: **Phase Team** Leader

- 1 To take all reasonable care of the health and safety of themselves and those affected by their acts or omissions.
- 2 To use and take care of any personal protective equipment supplied to them.
- 3 To inform their Subject Leaders of any breach of health and safety that comes to their notice.
- 4 To follow all instructions and notices pertaining to health and safety.
- 5 To be familiar with and to follow all safety procedures and methods adopted in their specific areas of work.
- 6 To be trained in the use and care of all equipment provided for the safety of themselves and others around them and to be aware of the penalties for misuse and interference of that equipment.
- 7 To assist the Health and Safety Leader in the preparation of risk assessments for all activities and areas that require such assessments.
- 8 To comply with the instructions of the Health and Safety **Leader Committee** as required.
- 9 To exercise proper supervision of pupils in their control.

Other Employees

Responsible to: - Line Manager

- 1 To take all reasonable care of the health and safety of themselves and those affected by their acts or omissions.
- 2 To use and take care of any personal protective equipment supplied to them.
- 3 To inform their Subject Leaders of any breach of health and safety that comes to their notice.
- 4 To follow all instructions and notices pertaining to health and safety.
- 5 To be familiar with and to follow all safety procedures and methods adopted in their specific areas of work.
- 6 To be trained in the use and care of all equipment provided for the safety of themselves and others around them and to be aware of the penalties for misuse and interference of that equipment.
- 7 To assist the Health and Safety Leader in the preparation of risk assessments for all activities that require such assessments.
- 8 To comply with the instructions of the Health and Safety **Leader Committee** as required.
- 9 To exercise proper supervision of pupils in their control.

Pupils

Responsible to: - Teaching Staff

Dependant on the level of maturity and ability of the pupils they will be encouraged

- 1 To take all reasonable care of the health and safety of themselves and those affected by their acts or omissions.
- 2 To use and take care of any personal protective equipment supplied to them.
- 3 To inform their tutor of any breach of health and safety that comes to their notice.
- 4 To follow all instructions and notices pertaining to health and safety.
- 5 To register at all appropriate intervals.
- 6 To be familiar with and to follow all safety procedures and methods adopted in their specific areas of work.
- 7 To be trained in the use and care of all equipment provided for the safety of themselves and others around them and to be aware of the penalties for misuse and interference of that equipment.
- 8 To comply with the instructions of the Health and Safety **Leader** Committee as required.

Contractors

Responsible to: - Caretaker

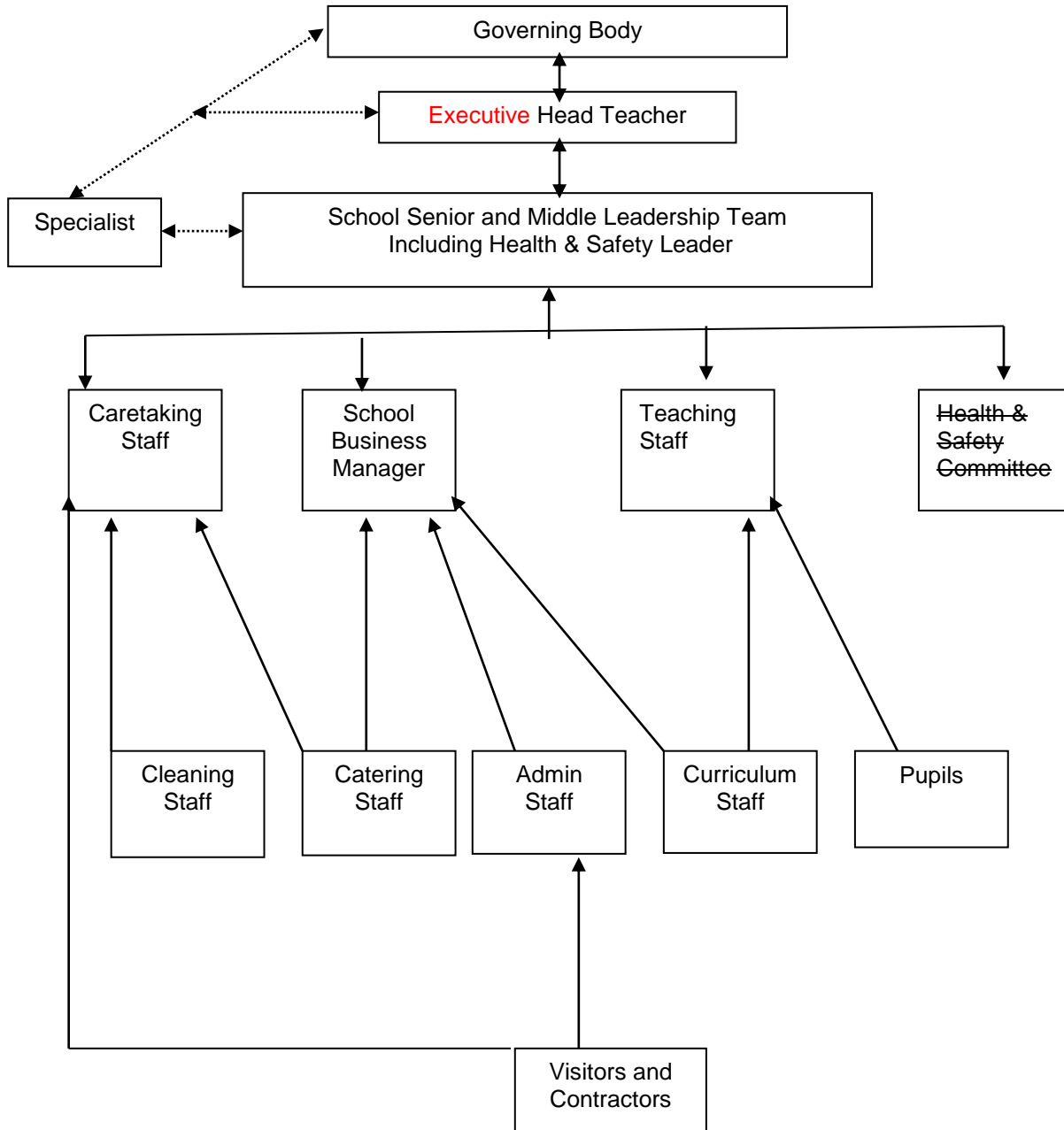
- 1 To take all reasonable care of the health and safety of themselves and those affected by their acts or omissions.
- 2 To use and take care of any personal protective equipment supplied to them.
- 3 To inform the caretaker of any breach of health and safety that comes to their notice.
- 4 To follow all instructions and notices pertaining to health and safety.
- 5 To sign in and out when entering and leaving the school premises.

Visitors

Responsible to: - All persons affected by their activities

- 1 To take all reasonable care of the health and safety of themselves and those affected by their acts or omissions.
- 2 To use and take care of any personal protective equipment supplied to them.
- 3 To inform the caretakers of any breach of health and safety that comes to their notice.
- 4 To follow all instructions and notices pertaining to health and safety.
- 5 To sign in and out when entering and leaving the school premises.

2.3 Lines of Responsibility and Routes of Communication



Section 3

Arrangements for Implementing the Policy

~~The Health & Safety Committee and Other Responsibilities:~~

~~The present members of the Safety Committee are listed on the Staff Room noticeboards and Reception offices of each school site.~~

The Supervision of Pupils:

Details of the School's Policy for the Care and Safe Supervision of Pupils at all times of the day and in all areas of the school are given in the electronic Staff Handbook.

The Supervision of Special Areas:

The following areas are under special supervision because they are potentially more hazardous in use than others:

The Kitchens and Dining Areas	The Cook in Charge
The Boiler Rooms	The Caretakers
The Science Laboratories	The Subject Leader for Science
The Hall and Gymnasium	The Subject Leader for Physical Education
The Grounds and Playing Fields	The Caretakers
The School Swimming Pool	The Caretakers

Note: Within Departmental job descriptions and health and safety policies, further delegation of responsibilities for Health and Safety may be appropriate.

Additional information on safety in these areas is immediately available from the **Executive** Head Teacher or the Health & Safety Leader.

Fire Prevention and Regulations:

The primary duty of staff, in the event of fire, is to ensure the safe evacuation of buildings and the registration of pupils in their charge. Staff must make themselves familiar with the procedures to be followed, should the fire alarms sound, which are set out in instructions posted in each classroom and the Staff Handbook. Staff have a duty to ensure that the pupils are familiar with and understand the instructions. Staff must bear in mind that these procedures cannot cover every eventuality and, in consequence, that flexibility, resourcefulness and co-operation are essential if the primary objective of protecting all personnel in an emergency is to be achieved.

Staff must know of the location of fire fighting equipment in the areas in which they normally teach, however they should only use the equipment in situations where they feel confident and do not place themselves or those in their charge in undue danger.

Fire Drills will be carried out as appropriate, but normally once a term. The drills will be organised by the **Health and Safety Leader** ~~Safety Committee~~.

Arrangements or procedures for ensuring the policy are met.

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1. Accident Reporting and Dangerous Occurrences:

- a. Incident and Accident report forms must be reported as fully and as accurately as possible after the incident on our Accident Reporting System and statements taken from witnesses, where appropriate. The requirement to report incidents (near misses) which are considered dangerous, even though they do not result in injury, lies within legislation and embodies the principle that employees should be pro-active in accident prevention.
- b. Forms for completion are available in on the school network under the link Accident Report Form within Staff Apps or by using the link in Office 365. An online form must be completed for all accidents and dangerous occurrences, whether to employees, pupils or visitors, however minor. All forms are automatically sent to the **Executive** Head Teacher and the local authority.

The following are the minimum details which are needed to be recorded on the Accident Report Form to meet The Social Security (Claims and Payments) Act:

- Date
- Time
- Name
- Occupation
- Nature of injury
- Place of accident
- Brief description of events

Accidents Reportable under; The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Include:

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- 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) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- 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
 - requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on [specified injuries](http://www.hse.gov.uk/riddor/reportable-incidents.htm) is available at <http://www.hse.gov.uk/riddor/reportable-incidents.htm>.

All accidents and injuries must be recorded on the Accident report form system run Linwood School selecting your campus as the place of origin.

2. Administration of Medication:

It is recognised that teachers do not have any obligation under their contract to administer medication to students. There is a requirement however under the DfE to assist students with medical needs.

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'. School should only accept medicines that have been prescribed by a doctor or dentist. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

School should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Where a student needs prescribed medication the following is assumed:

That either a long term or short term medication form is completed and held in the pupils file.

For further information please refer to the Medical Conditions Policy

School's Medical Register

A register is kept and maintained by the schools administration staff, of all students in school with specific medical conditions together with those students with any other identified need. This register is available to all staff: A record of all medicines administered to students is to be kept by the First Aiders. For further information see "[MEDICAL ADVICE TO STAFF IN SCHOOLS](#)" (Bournemouth Education Directorate).

Further guidance on issuing medicines is set out in the Department of Health document "Managing Medicines in Schools and Early Years Settings" – March 2005

3. 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 judgement is impaired will be excluded from work and will be subject to disciplinary procedures. Some drugs prescribed for medical reasons are likely to impair judgement 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.

4. Asbestos Management:

Please refer to the Asbestos Management Policy

5. Assistance for Illness or Injury whilst in School:

Under the school's duty of care, if a child presents medical concerns whilst on school premises the following procedure is followed:

- The First Aider is alerted by the Reception staff/teacher in charge of the activity.

- If appropriate the student is taken to the School Office to be assessed or on-site assessment is made.
- Parents are contacted if appropriate and/or the emergency services dependant on the severity of the case.
- Parents are required to arrange collection of their child by an adult.
- No student will be allowed home without an adult escort.

6. Asthma, Anaphylaxis, Diabetes and Epilepsy:

Procedures for pupils with medical conditions requiring special arrangements:

Pupils with medical conditions requiring special arrangements will be identified, generally, from the schools computerised student records. Specific advice regarding the ways in which members of staff are to respond to the needs of these pupils will be sought from parents, along with supporting documentation from health professionals. Subject Leaders are responsible for making the information available to teaching staff in their charge and ensuring that staff replacing for absent colleagues are aware of situations which might arise. Full information (including the pupils' photograph, timetable, signs and symptoms and staff response) will be held in the School Office on each site so that replacement and supply staff can be fully briefed.

Members of staff are reminded that, whilst the pupil requiring attention is important, their primary responsibility is for all the pupils in the teaching group and, in general, the advice about how members of staff are to respond will reflect this order of priority.

Please refer to the Medical conditions policy for more information

1. Animals in School:

There are opportunities for students to see and to handle **school animals or** animals brought into school by various reputable organisations. Students are asked to wash their hands before and after handling any animals.

2. Auditing of the Safety System:

It is a legal requirement that the school's safety system is regularly checked to ensure that it remains up to date and effective. The school's preferred approach is to carry out a safety audit by a safety adviser from the LA under a service level agreement.

Safety systems are audited regularly, at least once a year. The purpose is to ensure the system remains effective. During the audit, the management procedures and risk assessment are reviewed to ensure that they are still current and valid and that members of staff are actually aware of them.

As part of the audit, the auditor also walks through all parts of the school to look for failings in the system. This visit also shows if the policy is being put into practice.

3. Blood – Avoiding Contamination from Blood Borne Viruses:

What are blood borne viruses (BBVs)?

BBVs are viruses that some people carry in their blood and which may cause severe disease in certain people and few or no symptoms in others. The virus can spread to another person, whether the carrier of the virus is ill or not. All First Aid staff are recommended by First Aid Training providers to receive a Hepatitis B vaccination. See HSE website for further details www.hse.gov.uk/pubns

The main BBVs of concern are:

- Hepatitis B Virus (HBV), Hepatitis C Virus and Hepatitis D Virus, which all cause Hepatitis – a disease of the liver;
- Human Immunodeficiency Virus (HIV) which causes acquired immune deficiency syndrome (AIDS), affecting the immune system of the body.

All staff should be familiar with this procedure before having to handle blood:

- wash hands **first**;
- put on disposable gloves;
- clean any wound as necessary or ask a first aider to treat it;
- dress any wound if necessary;
- dispose of the gloves and wipes, and put all contaminated material in a yellow clinical waste bin. Disposal of the contents is made by a dedicated waste disposal contractor;
- wash hands thoroughly **again**;
- record incident on an accident form.

Action after possible infection with a BBV

If you are contaminated with blood or other body fluids, take the following action without delay:

- wash splashes off your skin with soap and running water;
- if your skin is broken, encourage the wound to bleed, do not suck the wound – rinse thoroughly under running water;
- wash out splashes in your eyes using tap water or an eye wash bottle, and your nose or mouth with plenty of tap water – do not swallow the water;
- record the source of contamination;
- prompt medical advice is important. The circumstances of the incident need to be assessed and consideration given to any medical treatment required. Treatment might be appropriate following infection with a BBV, but to be effective, it may need to be started quickly. Contact the nearest Accident and Emergency department for advice, without delay.

Further information on Blood Borne Viruses can be found on www.hse.gov.uk

10. Classroom Equipment:

All members of staff in classrooms have a responsibility to ensure that all equipment used by themselves and by the students is reasonably clean, well maintained and safe. If any item of equipment is identified as being unsafe in any way, its use should be reported to the School Business Manager, Verity McAuley (based at Linwood).

11. Conduct and behaviour in and around School:

Students are made explicitly aware of how they should behave in and around the school through the use of school and classroom rules. Non-compliance is dealt with in accordance with the school's Behaviour Policy.

12. COSHH - Control of Substances Hazardous to Health:

The most hazardous chemicals used in the school are the cleaning chemicals used by the Caretaker, caretakers and cleaners. These are kept **locked** at all times in the cleaners' cupboard or Caretakers' Office when they are not being used. Teachers are **not** to keep their own small stock for their own cleaning jobs.

Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container.

Food or drink containers are **never** to be used to store chemicals. Only small quantities of the chemicals are kept in school at any given time.

All spillages must be cleaned up immediately.

As part of Health education, students are taught to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers, etc., and are warned of the associated dangers.

Protective clothing is available to all staff when using chemicals.

COSHH assessments are always carried out before chemicals are used and the user is informed of the dangers and control measures to be in place for that chemical.

The Science Department is subject to separate regulations (CLEAPPS).

In the event of an identified bacterial infection occurring in school site staff or specialists will undertake a sanitization of all areas that are touched by hands as a precautionary measure.

13. Contractors on Site:

Contractors on site should always be supervised, by a member of school staff, all of whom are aware of the school's responsibilities regarding contractors.

Contractors should always be asked to provide risk assessments for work undertaken on site.

The following guidelines will be followed:

- 1 Before any work commences, a meeting is held on site with the contractor to agree how potential problems will be avoided.
- 2 When using local contractors, the school's own 'approved list' is used as the source. This ensures that only suitable contractors are brought into the school to perform tasks. There are many advantages in drawing from the approved list:
 - the school knows who to call quickly in the event of an emergency;
 - the contractor will have been checked beforehand so the school knows it is getting good service.

For a contractor to get onto the approved list they should satisfy the following:

- be capable of carrying out the work in a competent manner, either by qualification of experience;
- can supply the resources to satisfactorily complete the job, without up front payment;
- able to supply several satisfactory references, which can be checked;
- is a member of the relevant trade association;

- has sufficient and up to date Public Liability Insurance. Staff must ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
- has an up to date and meaningful safety policy;
- has documented risk assessments;
- agrees to abide by the school's Safety Policy and rules, in writing;
- clearly states what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

14. Electrical Safety:

Most people will be well aware of the dangers associated with electricity and electrical equipment. Electricity is potentially dangerous and must be treated with respect. The Electricity at Work Regulations imposes certain duties on organisations to ensure the safety of those who may be affected by it. The following procedure must be adhered to in the use of electricity:

- all portable electrical appliances will be tested as necessary. The frequency of the tests varies according to the equipment and where/how it is used. Records of these checks are available from the Caretaker;
- staff are instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers, etc.;
- any faults must be reported to the Caretaker immediately and the equipment taken out of use until it is suitably repaired;
- no one in school is allowed to work on any electrical circuitry or equipment;
- all staff must be aware of the dangers of trailing cables. Trailing cables must **NEVER** be allowed to cross walkways;
- four way extension blocks should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment;
- the fixed electrical installation should be tested at five yearly intervals.

15. Fire Prevention and Regulations

The primary duty of Staff, in the event of fire, is to ensure the safe evacuation of buildings and the registration of pupils in their charge. Staff must make themselves familiar with the procedures to be followed should the fire alarms sound. These procedures are set out in instructions posted in each classroom and the electronic Staff Handbook.

All Staff have a duty to ensure that the pupils are familiar with and understand the instructions.

Staff must bear in mind that these procedures cannot cover every eventuality and, in consequence, that flexibility, resourcefulness and co-operation are essential if the primary objective of protecting all personnel in an emergency is to be achieved.

Staff must know of the location of fire fighting equipment in the areas in which they normally teach, however they should only use the equipment in situations where they feel confident and do not place themselves or those in their charge in undue danger.

Fire Drills will be carried out as appropriate, but normally once a term. The drills will be organised by the **Health and Safety Leader** ~~Safety Committee~~ and records kept of the result of the drill.

16. First Aid Provision and Emergency Procedures:

First Aid materials:

First Aid boxes are located within the school offices, staff rooms, Science laboratory, Technology rooms and swimming pool. The responsibility for maintaining adequate stocks of materials rests with the First Aider at work. First Aid kits for outdoor activities are kept within individual classroom; the responsibility for maintaining adequate stock in these kits rests with the classroom staff.

Procedures to follow when a Pupil is ill:

Prompt assistance should be given by teaching and support staff to a pupil who is unwell. When immediate simple treatment will not suffice, the parents or guardians will be contacted without delay with a view to the pupil being collected from school and taken home. Parents and guardians are asked to provide emergency telephone numbers for use by the school.

Members of staff are not normally expected to administer medicines or drugs. Designated members of staff are trained in the use of Epi-pens by the School Nurse. The medication for each pupil is available as appropriate.

Emergency Procedures after an Accident:

- (a) A First Aider should be summoned to attend and should take control of the medical needs of the casualty(s). A list of **Certified First Aiders** is displayed on the staff room notice-boards and Reception office on each site.
- (b) Other staff should take control of the situation by dispersing other pupils from the area of the accident.
- (c) If the situation demands an Ambulance should be called by contacting the School Office where someone will dial 999. Wherever possible, casualties should be accompanied to the hospital. In less severe cases it may be sufficient to transport the casualty to hospital by car. This should normally be undertaken by the pupil's parents or guardians. Should this not be possible a member of staff may take a pupil to hospital but it should be noted that such a journey should be undertaken on a voluntary basis, and staff must ensure that they covered by a personal car insurance. Every effort should be made to contact parents or guardians immediately.

17. Food Safety:

We recognise that it is important for students to learn safe and hygienic food handling procedures. These are detailed below:

- Before commencing, long hair should be tied back, jewellery and watches removed and hands washed with soap and warm water;
- Students must be reminded that they should not touch their faces whilst working with food. If they do they must wash their hands again;
- Students should wear clean, protective clothing;
- Classroom tables must be thoroughly cleaned;
- Students should wash their hands again after they have finished working with food.

Food storage can present difficulties. The guidelines below should be followed as a minimum:

- Food should not normally be stored in school unless appropriate conditions are made available;
- If small quantities are kept, it should be in a cool, dry place such as a ventilated cupboard;
- The shelves on which food is stored should be used exclusively for food and should be of an appropriate material, i.e. capable of being cleaned with disinfectant and kept dry;
- Perishable foods should be stored in a refrigerator, the temperature of which should be 5° or below. This should be checked with a fridge thermometer;
- It is good practice to keep perishables in the fridge for the shortest time possible. Leftover should be disposed of straight away if not needed. Opened packets must be tightly sealed if the contents are needed later that day;
- The fridge must be regularly cleaned and emptied;
- Cooked foods should never be left uncovered. They must be kept as cool as possible and covered with greaseproof paper or kitchen paper, not cling film as this causes condensation;
- When deemed appropriate, all-purpose cling film should be used as other types of less versatile cling film can cause health hazards;
- Food taken home by the students must be hygienically protected.

Working with hot surfaces and hot substances:

- Heating liquids in a microwave can be dangerous. Standing times must be observed. Use manufacturers instructions whenever possible;
- Great caution should be exercised at all times where hot substances and surfaces are involved; Students should be regularly reminded of the departmental safety rules.

Food Safety and Hygiene in the staffroom:

All members of staff have a responsibility to keep the staffroom as germ-free as possible. The following points should be observed:

- all staff must wash their cups, mugs, cutlery and plates once used;
- staff should ensure that no personal food is kept in the staffroom for longer than necessary, and certainly not beyond its shelf life;
- the fridge, microwave, cupboards and surfaces should be kept hygienically clean, with no food left to 'go off'. A check of fridges should be made on a regular basis and out of date items removed and disposed of.

18. Flammables:

It is unlikely that our school should have any quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the school, they will be stored in a suitable, locked metal cabinet, in the cleaner's or Caretaker's store.

19. Health and Safety Assistance:

To satisfy its legislative requirements of having access to a competent person, the school seeks the assistance of a Health, Safety and Wellbeing Officer from the Local Authority via a service level agreement. He/she will provide advice and guidance on health and safety law and what the school needs to do to comply with that law.

20. Health & Safety Training:

The safety training needs of the school will be considered by the **Executive** Head Teacher and Senior Leadership Team and the appropriate training arranged for staff.

Appropriate training will be given to new staff as soon as they join the school, as part of their induction programme. This basic training will include the procedures for fire and First Aid. They should also be made aware of this Health & Safety Policy and the procedures for implementing it.

Refresher training as necessary will be provided.

21. Inspections of the School:

The school is inspected regularly by the Caretaker, **Executive** Head Teacher, members of staff and members of the Governor's Premises Committee, for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and recorded.

22. Ladders and Stepladders and Working at Height:

22.1 Extending Ladders

Only the Caretakers and Caretakers, who have received the proper instruction and training, use extending ladders. Roof work, even retrieving balls, is not to be undertaken during windy or severe weather.

22.2 Stepladders and kick stools

There are sufficient stepladders provided in school to prevent staff from using chairs or tables for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that they are aware of how to use them safely. Instruction will include not having any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user. High stepladders must always be held by a competent person whilst the user is standing on them.

Further guidance on ladders and stepladders and Working at Height can be found on the HSE web site at; <http://www.hse.gov.uk/work-at-height/index.htm>

23. Lone Working:

Lone working can present particular safety hazards. Members of staff who believe that they could be required to be in a lone working situation should discuss this with the **SMLT**. A risk assessment will be carried out and if lone working remains a necessity then the means of communicating will be specified. For those who are required to work alone in buildings as part of their normal duties, e.g. site staff, they will be issued with the mobile number of a site staff colleague to telephone when leaving site or emergency. During holiday periods, any member of staff wishing to work in a school building is to sign in at Reception.

24. Manual Handling:

Manual handling includes lifting, pulling, pushing, moving and carrying. All members of staff are to be made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Seeking assistance with the task can often reduce the risks for simple handling tasks.

Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the school has disabled students who may need assistance for certain tasks. Where a manual handling assessment for a student is needed, it is likely that specialist assistance will be required and the LA will be consulted.

Where members of staff have to carry out manual handling operations then the appropriate level of training will be provided.

Further guidance on Manual Handling operations can be found on the HSE web site at;
<http://www.hse.gov.uk/msd/faq-manhand.htm>

25. Office Safety:

The office should be checked to ensure that trailing cables from computers do not cause tripping hazards.

Information, instruction and training on display screen equipment is to be given to all staff who are classed as display screen users.

A Display Screen Assessment is to be carried out and any actions noted are to be implemented.

Space under the desk and open floor areas are not to be used for storage.

26. Off Site Visits:

An off site visit is any visit where the students are taken away from the school site under supervision of school staff.

For full details on this subject please see the H&S on Educational Visits Policy.

Bournemouth LA Risk Assessment Record (RAR) forms must be completed and documented for all off site visits before the visit takes place*. See Appendix 1 for guidance. No matter whether the visit is **a one-off or repeated**, for a whole day, half a day, or even if students are only to be off site for an hour, a risk assessment **must** be carried out. Before a visit can take place control measures must be put in place on the risk assessment form to reduce the risk level to low. If risk levels remain at medium or high the visit must be discussed with the **Executive** Head Teacher

immediately. The most likely result will be that the proposed activity is stopped unless the risk can be reduced to an acceptable level before the offsite visit takes place. Risk Assessment templates are on the Curriculum network.

Please refer to the Linwood LOTC policy

27. PE Safety & Procedures:

As a school we adopt the “Safe Practice in Physical Education & School Sport” published by ASPE (Association for Physical Education & School Sport)

Please refer to the PE Policy

28. Pregnant Workers:

When a member of staff has become pregnant the member of staff must inform school and an appropriate assessment will be carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

Further guidance can be found on the HSE web site at: <http://www.hse.gov.uk/mothers/index.htm>

29. Property Maintenance:

Although the Governors and Site Management Staff at Linwood School are committed to regular buildings and maintenance checks, all staff are required to be vigilant about the issue of property maintenance. Any defects in the conditions of buildings or grounds should be reported to the School Business Manager.

30. Protective Clothing:

Where risk assessment and/or regulations identify the need for protective clothing, this is to be brought to the attention of the **Executive** Head Teacher who will arrange the necessary provision for staff.

Teachers and managers are to ensure that the clothing/equipment is worn when necessary by staff and students.

31. Risk Assessment

The operation of systems for assessing risk in specialist areas (Science Laboratories, Technology rooms, Physical Education areas, etc) is the responsibility of the respective Subject Leader.

All off-site visits with pupils must be assessed for Health & Safety risk **by the staff leader. See Appendix 1 for guidance.**

Appropriate forms are available from the Educational Visits Leader (EVC) who is also responsible for receiving and filing completed forms.

List of pupils attending off-site visits must be lodged at the School Office, **accompanied by a fully completed and signed risk assessment.**

The Health & Safety **Leader Committee** will complete general risk assessments of the School.

32. Slip and Trips:

The **Health and Safety at Work etc Act 1974 (HSWA)** requires employers to ensure the health and safety of all employees and anyone who may be affected by their work. This includes taking steps to control slip and trip risks.

- Employees must not endanger themselves or others and must use any safety equipment provided.
- Manufacturers and suppliers have a duty to ensure that their products are safe. They must also provide adequate information about appropriate use.
- The **Management of Health and Safety at Work Regulations 1999** build on HSWA and include duties on employers to assess risks (including slip and trip risks) and where necessary take action to safeguard health and safety.
- The **Workplace (Health, Safety and Welfare) Regulations 1992** require floors to be suitable, in good condition and free from obstructions. People must be able to move around safely.

Further guidance and information can be found on the HSE web site at:

<http://www.hse.gov.uk/slips/index.htm>

33. Smoking:

In accordance with the Government Smoke free Law 1 July 2007 Linwood School operates a no smoking policy. Smoking is illegal in all school buildings, grounds and vehicles.

34. Staff leaving the premises during the day:

34.1 Home Visits

Staff members making home visits for whatever reason, must leave clear written details at the Main Office in the staff out and about book, outlining:

- name of staff member
- contact mobile telephone number
- name/location of person to be visited
- time out
- expected duration of visit/will you return?
- time returned

34.2 Staff Feeling Unwell during the Day

Any staff member feeling unwell must speak to the Staffing Manager before leaving, and should notify the Main Office of their departure. This also applies to staff receiving emergency calls during the school day.

34.3 Staff

Leaving on School or Personal Business during the Day

Any staff member leaving the premises should complete the staff out and about book:

- their time of departure
- their destination (if on school business)
- their expected return time (if appropriate)

Staff leaving the premises on personal business should agree this with the Staffing Manager beforehand, unless they are simply leaving the premises during the lunch break.

35. Stress:

We recognise that in all professions there is an element of stress, and that this in itself is not necessarily harmful or negative; it provides structure so that tasks do get completed and so that all staff can be effective. The school can then be an effective organisation.

However, we also recognise that too much stress can reduce individual and collective effectiveness and can have repercussions for not only the individual who is experiencing stress, but also for the students and staff with whom they work.

We do not regard illness produced by stress as a sign of weakness and we believe it should be discussed openly as an issue in school. The Senior Leadership Team have due regard to workload when planning the school year and when implementing new initiatives.

It must, however, also be recognised that these new initiatives are not only of our own choosing but increasingly, they are required of us by the DfE and the LA. We support the current moves towards minimisation of unnecessary bureaucracy.

In coping with stress, all staff are encouraged to support one another. Team members who work closely together are often the first to recognise the signs of stress in others and when this happens, it is essential that the stressed individual has someone who can act as a supportive listener.

Any member of staff who is experiencing signs of stress should be encouraged to discuss the matter with their line manager:

- in the case of class teachers, with their Phase Leader
- in the case of TAs, with their class teacher
- in the case of Senior Leadership group members, with the Staffing Manager
- in the case of office and support staff, with the Staffing Manager
- in the case of cleaning staff, with the Caretaker

In the first instance there may be a relatively simple solution to relieve the immediate cause of stress. If this cannot happen then the matter should be referred to the **Executive** Head Teacher.

36. Student Safety – Placements:

Representatives from establishments organising placements at Linwood School and its campuses will be invited to appraise the general suitability of the placement from a health and safety point of view.

Students will be briefed by a designated member of staff as to what is expected of them, and will be given clear guidelines regarding the basic health and safety regulations and procedures within the school. Emphasis will be placed on personal responsibility for their own safety and for that of others during their placement.

Students will be required to sign in at the Main Reception before each visit and to wear a visitor's badge.

School students on placement must remain on the premises at all times, including lunchtimes unless written consent has been given by an authorised tutor or parent to do otherwise, e.g. medical appointment, returning to school/home for lunch, etc.

37. Supervision of Children:

Students are identified in law as members of the public to whom the school has a duty of care whenever they are on school site or taking part in any school activity. Whilst on the school sites, staff must be aware of the age, experience and possible behaviour of students and must exercise adequate supervision at all times. In general this means that students should not be left in a room, laboratory, workshop or studio by themselves unless the member of staff in charge is completely certain that they can come to no harm.

38. Technology Safety (including Art):

A safe and controlled working environment must be established. Tools and equipment must be stored and handled safely and appropriately at all times.

Staff should ensure that:

- they have the relevant knowledge of how tools and materials should be used and stored.
- students should be taught to use appropriate tools and equipment carefully
- students do not have completely unrestricted access to tools and equipment
- the level of access reflects the students' ability to handle tools and equipment safely
- students know which items are 'off limits', e.g. craft knives
- correct protective equipment is worn by students
- where possible tools should be stored near point of use, minimising movement
- there are not hazards from clothing, hair or jewellery whilst students are working
- students **NEVER** treat equipment inappropriately, such as putting small items near their mouths, or pretending to use equipment in a dangerous or reckless manner
- there are no peripheral hazards in the workspace
- the classroom is organised to facilitate safe working with tools and materials
- adults are appropriately deployed

39. Violence to Staff:

For the School to function it is necessary for staff to have contact with members of the public, whilst contact with members of the public brings with it a threat of violence, the chances of becoming a victim of physical attack are very low.

The Health and Safety Executive define violence as:

“Any incident, in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment.”

All instances of threatening behaviour or acts of violence must be reported.

40. Waste:

The arrangements for removing waste from the school are reviewed annually by the Caretaker to ensure they remain satisfactory.

41. Water Quality:

Water quality is checked and monitored regularly by "Aqua Care" part of Bournemouth & West Hampshire Water Company. Records are kept in the Caretakers' Office.

Swimming pool water quality is checked and monitored regularly by Micro Tech Services, Wessex Ltd.

42. Work Experience:

The school retains responsibility for the safety and welfare of all its students on block and extended Work Experience placements.

Please refer to the Work Experience policy

43. Health and Safety Information and References:

All staff will have access to the Health & Safety Policy. Much useful additional information and advice is contained in publications by the Health and Safety Executive and Bournemouth Borough Council Education Directorate.

~~44. Health and Safety Committee:~~

~~Each school year a Health and Safety Committee will be established.~~

~~This committee will include representatives from Teaching Staff, Non Teaching Staff, Specialist Staff and members of the Trade Unions.~~

~~A current list of committee members is posted on the notice board in the staff room at each site.~~

Appendix 1. Risk Assessment Procedure

