



HEALTH & SAFETY POLICY

Approved/reviewed by	
Date of review	March 2022
Date of next review	March 2023

HEALTH & SAFETY POLICY

Rationale

Lindsworth School believes that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the school and takes all such steps as are reasonably practicable to meet its responsibility for providing a safe and healthy working and learning environment for staff, pupils and visitors.

Health and safety is everybody's responsibility and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all the staff to notify the Headteacher and the Site Manager of any health and safety issues and to remain vigilant while on the school premises.

Health and safety standards should enhance the potential range of activities and not curtail them.

The purpose of this policy is to provide all Governors, staff and visitors with the necessary guidance to ensure Lindsworth School remains a safe and healthy working and learning environment.

All staff have a personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils, visitors and contractors.

Procedures

It is important that all unnecessary risks are avoided and that reasonable measures should always be taken to minimise risks.

1. Organisation and Persons Responsible

For further information please refer to:

APPENDIX 1: Responsibilities

APPENDIX 2: Information for all Visitors and Contractors Working on Site

The Governors, in consultation with the Headteacher will:

- Ensure identification of all risks relating to:
 - i) the premises
 - ii) school activities
 - iii) school-sponsored events
- Nominate a Governor with responsibility for Health and Safety.
- Receive a termly report on the school's health and safety performance (Headteacher report).
- Receive and review an annual health and safety audit.

- Ensure that the school Health & Safety Policy is implemented and updated, as required.
- Through risk assessment and school self-evaluation processes, select the most appropriate means of minimising risk to staff, pupils and others.

The Headteacher has responsibility for day-to-day maintenance and development of safe working practices and conditions for all staff, pupils and visitors and will ensure the safe working practices and procedures throughout the school and that all risks are assessed and controlled.

Effective systems of risk assessments will ensure prompt identification of potential hazards and appropriate action taken.

The Headteacher will collate accident and incident information and where necessary, carry out further investigation.

Day-to-day responsibilities

The Headteacher will ensure:

- Safe methods of working exist and are implemented throughout the school.
- All staff is aware of this policy and safe working practices.
- Regular safety inspections of premises and equipment are made.
- Prompt identification of potential hazards, followed by risk assessments where necessary and positive corrective action taken.
- Accident and incident information is collated and where necessary carry out further investigations.
- Appropriate First Aid facilities and trained staff, protective clothing and equipment and fire appliances are provided and readily available.
- Hazardous and highly flammable substances are correctly stored and labelled and exposure is minimised.
- Appropriate arrangements are made to evacuate the school in an emergency and that regular fire drills are held.

All Staff are expected to familiarise themselves with the health and safety aspects of their work.

All staff has a responsibility to:

- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work.
- Follow agreed working practices and safety procedures.
- Report any accident, near miss or incidents of violence (see Behaviour Policy) and complete the relevant forms.
- Report any health and safety concerns immediately to the Site Manager and the Headteacher.

- Ensure health and safety equipment is not misused or interfered with.
- Instruct pupils, as appropriate, in the safe working practices and risks associated with their particular task at the outset, such as those involving tools, machinery or hazardous substances.
- Supervise pupil groups whilst they are away from school on external visits, and ensure, as appropriate, that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment.
- Check that classrooms/work area equipment is safe and properly maintained before and after use.

The Appointed First Aid person will:

- Take charge of the situation and summon medical assistance if necessary.
- Assist casualties when requested.
- Keep a record of treatment or advice given and ensure that an Accident Form has been completed, where appropriate.
- Ensure First Aid boxes are correctly stocked at all times.

The Site Manager will:

- Maintain an inventory of substances covered by COSHH regulations.
- Carry out risk assessments, determine control measures required and review, as appropriate (for COSHH).
- Respond promptly to health and safety concerns reported by staff.

Hirers, Contractors and Others

- The school will seek to ensure that hirers, contractors and others who use the school premises will conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met.
- When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use, will be expected to maintain the safe practices of this policy.

2. Accident/First Aid

Refer to Appendix 3 – Accident Reporting.

All accidents must be reported to the Headteacher and a named First Aider.

There are named First Aiders in school – see posters around school site.

Minor cuts, bumps and grazes may be treated by First Aiders or, in their absence, by a member of the classroom staff.

First Aid boxes are located in the reception office, and pastoral manager's office.

If there is any doubt as to the full extent of the injury, or any cause for concern, the Headteacher must be contacted and a decision will be made to contact parents/carers, or, in the case of an emergency, an ambulance called.

The First Aider or member of staff involved should record the incident on BehaviourWatch and complete an Accident Form for pupils.

Every effort must be taken to ensure that appropriate communication with a pupil's parents/carers concerning an accident takes place.

3. Arrival and Departure of Pupils

Most pupils arrive by minibus and their safety on arrival and departure must be ensured.

Arrival – pupils should not enter the site before 8.30am. Transport staff are responsible for the pupils on their minibus until this time.

Departure – This is a particularly busy time of the day and, to ensure the safety of the pupils, staff are responsible for the handing over of pupils to transport staff.

If there is a problem regarding a pupil's departure a senior member of staff should be informed.

4. Computers/Display Screen Equipment

All staff that are classified as “Users” of Display Screen Equipment (DSE) will be given information and training on its correct use. Users should be encouraged to take a 5-10 minute break from intensive keyboard work every 50-60 minutes.

Staff should review their own work station area regularly to ensure correct seating and lighting and report any concerns to their line manager and the site manager. Work station assessments should be completed periodically.

5. Curriculum

Information on the safe delivery of potentially hazardous parts of the curriculum are described in the relevant risk assessment forms.

6. Electrical Equipment

All electrical equipment and services are regularly checked by competent electrical contractors.

Electrical items from home may only be used in school following specific approval of the Headteacher.

Staff should report any concerns regarding the condition of leads, plugs, sockets etc. to the Site Manager immediately. If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked.

Particular care should be taken to minimise the use of trailing wires and cables. Power sockets must not be overloaded.

There is some evidence of a relationship between VDU screens and the onset of epilepsy in some persons and this should be kept in mind with those pupils who may be vulnerable. Similarly, the use of “multi-sensory” and ‘light stimulation’ equipment and areas should be monitored carefully with regard to responses of individual pupils.

7. Emergency Procedures

- Fire

In the event of an emergency the alarm must be raised using the nearest call point.

There are fire notices in each room in the school. It is important that all staff familiarise themselves with the fire notices and designated areas to assemble.

There is a Fire Safety Logbook in the site manager's office where records are kept of alarm tests, fire drills and risk assessments.

- Fire drills will be carried out every term.
- Fire equipment is regularly checked and serviced by a contractor.
- Other emergency – a gas leak or a bomb alert – the fire alarm will be sounded by a senior member of staff. Staff should follow the fire drill and position as instructed.
- People with physical disabilities.

Individual arrangements for the safety and safe evacuation of pupils will be determined before their entry to the school and made known to classroom staff. These should be reviewed regularly.

For staff with disabilities, there will be a meeting with the Headteacher, as appropriate as soon as possible after their appointment.

8. Emergency Procedures for Vulnerable Pupils

- Any member of staff concerned about the condition of any pupil should alert a First Aider and the Headteacher or in her absence the Lead DSL.
- The pupil should be placed in the recovery position to maintain an airway.
- Any major concerns by staff who know the pupil well should be actioned by calling immediately for an ambulance.
- Parents/carers must be contacted straight away.

9. Equipment e.g. Positioning/Sports

Wheelchairs should only be pushed by adults or pupils holding a wheelchair pushing certificate following training. Pupils must not push wheelchairs alone unsupervised.

Any damage to equipment must be reported to the appropriate member of staff.

10. Hazardous Substances

Every precaution must be taken to avoid the use of hazardous substances. Cleaning materials and curriculum (Science) materials, etc. must be kept in locked cupboards and appropriate storage regulations followed. All substances must be kept in appropriate and clearly marked containers.

11. Hygiene and Safety

Catering staff should follow all regulations to ensure hygiene in the preparation of food and food handling areas. All catering staff should have completed training on health and safety regulations in the preparation of food.

12. Infectious Diseases

Refer to Health Protection Agency guidelines.

13. Intruders

If an intruder is seen on the premises staff should challenge them for identification if appropriate. If the intruder appears threatening in any way the Headteacher must be contacted immediately. They will make a decision on what procedure to follow. This decision will depend on where the intruder is and what the threat may be.

14. Lettings

For safety arrangements for the use of the premises outside normal working hours refer to school's Lettings Policy.

15. Manual Handling

Wherever possible manual handling will be avoided or done by mechanical means.

Risk assessments will be carried out as appropriate and manual handling tasks reduced to the lowest level reasonably practicable.

All staff that carry out unavoidable manual handling tasks on a regular basis will be trained.

16. Medication

All medications are kept in a locked cabinet in the safe in the Pastoral Managers office. Medication must be administered in strict accordance with written instructions and their use properly recorded. Each pupil requiring regular medication has completed a Medication Consent/Information given in Special Schools form which is regularly reviewed by the school nurse.

All medication sent to school must have the child's name on the outside, with clear instructions on the dose and time to be given and the medication dated. All new medication must have the parent's/carer's written consent for the school to administer it (see Administration of Medicines Policy and Procedures).

17. New and Expectant Mothers

On notification of pregnancy, return to work after giving birth or continued breast feeding appropriate risk assessments must be carried out and appropriate action taken to protect the mother and baby whilst at work.

18. Repairs & Maintenance

Buildings, services and plant will be inspected annually by the Governor with responsibility for Safety. Staff should report any defects or problems promptly by entering them on to the BSS helpdesk.

19. Risk Assessments

Many aspects of school life may have implications for health and safety so it is important for all staff to regularly carry out risk assessments. In many situations visual risk assessments and staff discussions may be sufficient, in other situations a completed formal risk assessment should be carried out.

All visits outside the school environment must have a completed formal risk assessment signed by the Educational Visits Co-ordinator/Headteacher before the visit can take place.

20. School Bus/School Transport

All staff driving the school buses must have taken a driving test with a qualified instructor to ensure competency with the vehicles. Any defects must be reported to the Residential School Principal Care Coordinator immediately.

The day-to-day checking of the buses is carried out by individual drivers and monitored by the Residential Schools Principal Care Coordinator. All minibuses are fitted with trackers.

Staff should check first aid kits in consultation with the First Aiders.

21. School Kitchen (Food Technology Room)

The school kitchen should be cleaned and tidied after use and all washing up returned to the correct cupboards. Staff should encourage pupils to address hygiene and to wipe all surfaces and appliances before use, wash hands and wear aprons.

22. Smoking at Work

Lindsworth School is a non-smoking site.

23. Staff Protection/Personal Protective Equipment (ruh)

In some situations staff are at risk from pupils that may scratch, bite, pinch, kick etc. It is important that the risk is minimised and staff should ensure that protective clothing is worn where appropriate and the Behaviour Policy followed.

24. Stress

“Workplace Wellness” (Employee Assistance Programme) is available for all staff – 0800 111 6387.

25. Swimming

Pupils are taken to a swimming pool where adequate lifesavers are provided.

Staff should always ensure that there is adequate supervision to meet the needs of their class group.

Permission slips should be obtained for all pupils to go swimming.

26. Violence

All violent or potentially violent incidents should be reported on Behaviour Watch. Any form of severe violence should be reported to the Headteacher and the Critical Incident Procedures will be considered. If staff are injured through an assault at

school they should complete an Assault/Incident Report Form. For further information refer to school's Behaviour and Anti Bullying policies.

27. Sun Protection

Exposure to ultraviolet radiation from either the sun or sunbeds is very harmful and could cause skin cancer. The majority of skin cancers can be avoided by adopting good sun protection practices and avoiding the use of sunbeds.

- Protective Clothing.

Pupils should be encouraged to wear hats outside in the sun.

Staff should encourage pupils to cover exposed skin areas when out in the sun for longer periods of time e.g. playtimes and school trips.

Staff should set a good example by wearing hats and protective clothing outside in the sun.

- Sunscreen

Staff should encourage pupils to apply sunscreen and will set a good example by applying sunscreen to themselves.

- Shade

Pupils should be encouraged to sit/play in areas of shade. Any pupil who will not stay in a shaded area should be monitored and taken in if the risks are too high for that pupil e.g. a pupil that is not running around but just lying in the sun.

28. Waste Disposal

All staff should wear protective gloves when meeting the toilet needs of pupils. All waste should be placed in the bins provided. Protective gloves must be worn by all staff when handling body fluids which should be disposed of in the yellow bags provided and placed in the yellow bins outside at the end of the day.

Information regarding health and safety issues can also be found specifically in the following documents and as an element on each policy as a standard practice:

- i. Educational Visits Policy
- ii. Behaviour Policy
- iii. Staff Handbook

Resources

All resources/equipment are regularly checked and any faulty/damaged items are removed in line with Health and Safety recommendations.

Equal Opportunities

The school supports the rights of everyone to equal chances and individual respect for who they are, regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality.

Health and Safety

Health and Safety issues are addressed in each updated policy.

Professional Development

All staff have equal access to training where appropriate. It is important that all staff familiarise themselves with this policy and the health & safety procedures at the school. Training will be provided to meet staff needs where appropriate.

APPENDIX 1 (HEALTH & SAFETY POLICY)

RESPONSIBILITIES

The Governors:

- To take due account of the health, safety and welfare issues within budget and other policy constraints.
- To ensure that health and safety responsibilities are met.
- To monitor and evaluate the Headteacher's performance in respect of health and safety.

The Headteacher:

- To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured.
- To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable.
- To discuss and distribute school-specific policies on local health and safety issues.
- To monitor and secure compliance with the school's policy and the control measures identified through risk assessments.
- To ensure staff are properly trained, instructed and supervised for any relevant duties.

Health & Safety Role

- To inspect the school site and property for any unsafe condition and to make safe in a time scale commensurate to the level of danger.
- To arrange routine maintenance and servicing of equipment.
- To consider health and safety in the selection of contractors and planning of contracted work and to provide general supervision and monitoring of contractors whilst on site.
- To investigate all accidents, near misses and episodes of work-related ill health.
- To monitor and evaluate the health and safety performance of all staff.
- To have and practice emergency and contingency plans.

Senior Leaders

- To assist the Headteacher to fulfil her responsibilities.
- To develop safe systems of work for specific tasks.

All Staff

- To work within the school policy

- To report any situation that significantly compromises health and safety.

Parent/Carer - Helper/Volunteers

- To engage only in work or activities specifically authorised by the Headteacher and Governors that they are competent to do.
- To report any situation that significantly compromises health and safety.

Appointed First Aid/Manual Handling Person

Named staff are displayed prominently around the school site.

- To provide health and safety expertise in the area they are qualified and identify the need for relevant knowledge, skills, equipment, materials, training.
- To receive and keep up-to-date emergency first aid/manual handling training.
- To work within the relevant school policy.
- To report any situation that significantly compromises health and safety.

School Maintenance and Site Staff

- To provide health and safety competence in particular areas of work.
- To work within the school policy.
- To report any situation that significantly compromises health and safety.
- If given the delegated task, to provide general supervision to contractors working on the school site.

Contractors

- To undertake work in a safe manner in compliance with health and safety law and approved guidance.
- To notify the Headteacher of any situation in which the health and safety of others affected by the contractor's activities is or maybe significantly compromised.

APPENDIX 2 (HEALTH & SAFETY POLICY)

INFORMATION FOR ALL VISITORS AND CONTRACTORS WORKING ON SITE

Welcome to Lindsworth School. The school telephone number is: 0121 693 5363.

For your own and other peoples safety please comply fully with the following safety procedures.

- On arrival, please report to reception where you will be ask to provide photographic id and be provided with a visitor's badge. You will be required to sign in/out using the electronic system and to read the procedures displayed in reception regarding safeguarding, fire evacuation and mobile phone use.
- The school operates a policy which does not allow smoking anywhere on the premises or school grounds.
- Mobile phones are not permitted for use in public areas of the school site. If you need to make a telephone call, please ask a member of staff to direct you to an appropriate area of the school.
- Staff toilets may be used by adults – children's toilet facilities must not be used.
- For First Aid facilities please contact the school office.
- In the event of a fire or emergency evacuation, please follow the emergency evacuation procedure which is displayed in prominent positions around the school. A prolonged ringing of the fire bell signifies an emergency evacuation of the premises.
- Contractors must inform the Headteacher (or senior member of staff) and the Site Manager prior to work commencing with any potentially dangerous machinery, materials or substances to be used on the site.
- The use of radios is not permitted on the school site while children and staff are working.
- We expect that appropriate behaviour/language should be maintained at all times.
- Visitors have a personal responsibility to comply with school safety policies in order to ensure your personal safety and that of all the children and adults working in our school. These will be made available for your inspection on request.

DBS REQUIREMENTS

- Any contractor, or any employee of the contractor, who is to work at the school must be subject to the appropriate level of DBS check.
- Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).
- For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

CONTRACTORS/VISITORS UNCHECKED (WITHOUT A DBS)

- Under no circumstances will a contractor, in respect of whom no checks have been obtained, be allowed to work unsupervised, or engage in regulated activity.
- All unchecked contractors will be supervised at all times by a member of the BSS team.
- All visitors will be accompanied at all times by the member of staff that they are meeting with.

Thank you for your kind co-operation – we hope you enjoy your visit to our school.

Kate Beale
Headteacher

APPENDIX 3 (HEALTH & SAFETY POLICY)

ACCIDENT REPORTING

Minor Injuries

Minor injuries to pupils should be recorded on Behaviour Watch. Any major injury to a pupil or any injury to an adult which requires First Aid treatment should be recorded on Behaviour Watch, an Accident Report Form completed and forwarded to the Health and Safety Section as soon as possible. All such accidents should be investigated to try to prevent their re-occurrence.

Reportable Incidents

Reportable injuries, dangerous occurrences and occupational diseases are major incidents as detailed below. These must be reported to the Health and Safety Executive by the quickest possible means and subsequently on the correct form.

Reportable Injuries

1. Death of any employee, pupil or visitor.
2. Major injury to an employee arising out of an accident at work:
 - a) Any fracture other than to fingers, thumbs or toes.
 - b) Any amputation.
 - c) Dislocation of the shoulder, hip, knee or spine.
 - d) Loss of sight, whether temporary or permanent.
 - e) A chemical or hot metal burn, or any penetrating injury to the eye.
 - f) Any injury resulting from an electric shock or electric burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours.
 - g) Any other injury leading to hypothermia, heat-induced illness, or unconsciousness; requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
 - h) Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
 - i) Absorption of any substance by inhalation, ingestion, or through the skin causing acute illness requiring medical treatment or loss of consciousness.
 - j) Acute illness requiring medical treatment that is believed to have resulted from exposure to a biological agent or its toxins or infected material.
3. Injury that requires hospital treatment, to anyone who is not an employee, but who is affected by equipment, substances or activities in school or its facilities. This does not include break time, sports or off site injuries to pupils.
4. The absence of an employee for 3 or more days, as the result of an accident at work, but not reportable under "2" above.

N.B. Injuries resulting from an "accident" include injuries resulting from an act of non-consensual physical violence, to employees at work or arising out of their work.

Dangerous Occurrences

1. Lifting Machinery - the collapse, overturning or failure of any load bearing part.
2. Pressure Systems - the explosion, collapse, or bursting of any closed vessel or associated pipe work which had the potential to cause a death.
3. Overhead electrical lines - any unintentional incident in which plant or equipment either came into contact with an un-insulated overhead electric line or cause an electrical discharge from such a line by coming close to it.
4. Electrical short circuit or overload causing fire or explosion and which stops use of the plant involved for more than 24 hours or which had the potential to cause a death.
5. Biological Agents - any incident resulting in the release of an agent with the potential to cause severe human infection or illness.
6. Ionising Radiation - any potential exposure due to the breakdown of equipment or control systems.
7. Collapse or partial collapse of scaffolding.
8. Pipelines - any bursting, explosion, collapse or damage results in the close down of the pipeline for more than 24 hours or with potential to cause a death. Any unintentional ignition of anything in a pipeline.
9. Collapse of building or structure - any unintended collapse or partial collapse during construction or alteration, or of any floor or wall of the workplace.
10. Explosion or fire - any incident resulting in the suspension of work for more than 24 hours.
11. Escape of flammable substances - any sudden or uncontrolled release.
12. Escape of substance - any accidental release or escape liable to cause death, major injury or other damage to health.

Occupational Diseases

An occupational disease is reportable, when the employer receives a written statement from a registered medical practitioner that the employee is suffering from one of the occupational diseases specified in Schedule 3 of RIDDOR 1996 and their work involves one of the corresponding specified activities. They include:

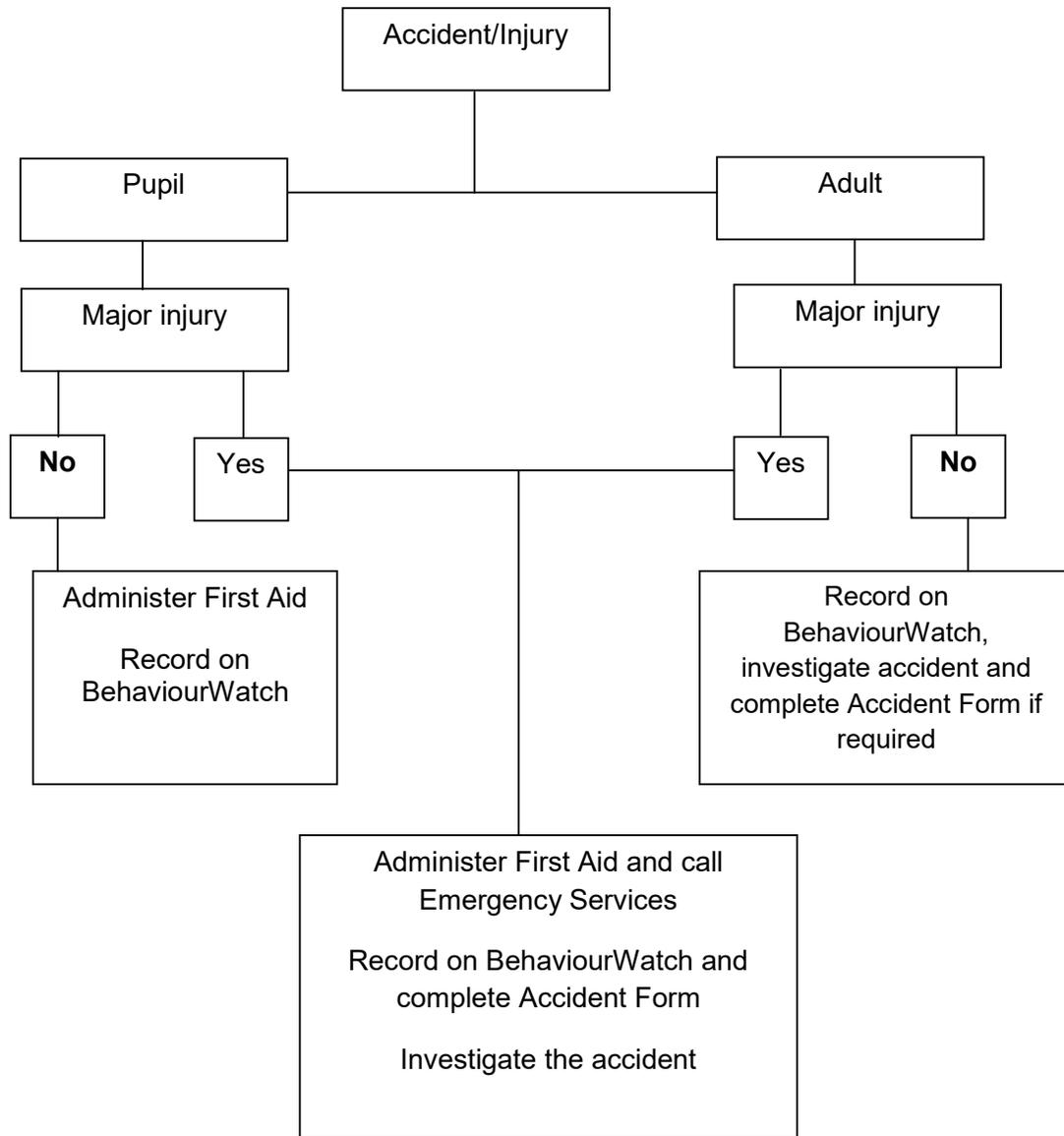
1. Malignant bone or skin disease, or skin inflammation or ulceration as a result of work with ionising radiation.
2. Cataracts due to electromagnetic radiation including radiant heat.
3. Work related upper limb disorders due to:
 - Repetitive movements of the fingers, hand or arm;
 - work involving prolonged pressure or friction on the hand or elbow;

- physically demanding work requiring constrained posture.
- 4. Hand-arm vibration syndrome
- 5. Hepatitis
- 6. Legionellosis
- 7. Tetanus
- 8. Tuberculosis
- 9. Occupational dermatitis
- 10. Occupational asthma

Reference: The Reporting of Injury, Disease and Dangerous Occurrence Regulations 1995.



FLOW CHART FOR ACCIDENT REPORTING



HEALTH & SAFETY OVERVIEW

Focus	Date
Health and Safety Policy	June 2021 – due for review June 2022
Internet Safety (E-safety)	January 2020 – due for review January 2022
ICT Hardware Maintenance	On-going
Transport (Minibuses)	Leased and completed annually
Fire Drill	June 2021 (termly including spontaneous)
First Aid	See staff training record
Site Management (BSM)	Ongoing
Food Hygiene (Catering)	30/01/2019 – ongoing - staff will receive up-to-date training when certificates expire (recommended renewal date: 01/01/2022)

Internet Safety Maintenance Timetable (Network Manager)

Day	Location	Time	Duties
Monday	Stephen Sutton	1/2 hour	Projector brightness, trailing wires, photocopier, overall hardware and software checks and maintenance
Tuesday	Cadbury and Shakespeare	1/2 hour	
Wednesday	Denise Lewis	1/2 hour	
Thursday	Benjamin Zephaniah	1/2 hour	
Friday	J R Tolkein	1/2 hour	
			Paper for staff room Other duties throughout the day

Food Safety

The last food inspection was on 17th May 2021. Only authorised personnel are allowed in the kitchen and appropriate clothing must be worn at all times.

Food Safety	Comment
Food Inspection – 17 th May 2021	No further action to be taken Deep clean 25 th June 2021
First Aid Kit	The first aid kit is present and has all the necessary items
Temperatures	Freezer temperature 18 to -25 degrees Fridge temperature 1 to 5 degrees
Attire	Correct attire worn at all times for food safety
Daily Diary	A daily diary is completed and signed off for food safety

Minibuses

All school minibuses are leased from Midhire and are MOT'd on an annual basis. The vehicles are under warranty and general maintenance is carried out as and when needed. The minibuses are inspected by the drivers before and after every journey. All buses are fitted with tracker devices.