



# HIGH WELL SCHOOL

## Preparing for Positive Futures

### Health and Safety Policy

Policy Lead:	Business Manager
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Date of Review:	May 2022

Signed by Chair of Governors:

A handwritten signature in black ink, consisting of a stylized 'S' followed by a long horizontal stroke that curves upwards at the end.

Date: 25<sup>th</sup> May 2021

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**Appendix 1 Emergency Fire Procedures**

## **1. AIMS OF THIS POLICY**

### **1.1 Overview**

The School aims to comply with the Government's guidance for Health and Safety: responsibilities and duties for Schools.

The objective is to minimise accident and sickness absence rates and to promote the wellbeing of staff and pupils by developing a positive attitude to Health and Safety. In doing so the school will also comply with the Health & Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999.

The school accepts that involvement, co-operation and effective communication of all employees on both an individual and collective basis is crucial to the accomplishment of the schools' Health and Safety aims.

Health and Safety objectives need to be specific, measurable and agreed with those who deliver them and realistically set against a suitable timescale.

#### **High Well School will seek to achieve its aim by:**

- a) Preventing injury and ill health in classrooms, workshops, main hall and all other areas of the school.
- b) Providing and maintaining an adequate workplace, preventing harm to people at the point of risk and minimising hazards within the school.
- c) Promoting the well-being of all staff and students and developing a positive attitude to Health and Safety throughout the school.
- d) Meeting Health and Safety responsibilities in respect of those who are not employees and the environment in which they operate.
- e) Creating and maintaining a positive Health and Safety culture which secures the commitment and participation of all staff and students.
- f) Regularly monitor and reviewing progress.
- g) Allocating resources to meet requirements.
- h) Establishing realistic short and long term objectives.

It is the responsibility of members of the Senior Leadership Team to ensure that teachers and staff in their charge are given health and safety information and instructions specific to their area of work.

A large proportion of staff at High Well are Mental First Aid trained and have the ability to risk assess and respond to pupils and each other.

Only by full and wholehearted co-operation and joint action to identify and eliminate accidents and ill-health potential, can the objectives of this Policy be achieved.

## **1.2 Documentation**

This policy will make reference to the following documents and should be read in conjunction with them:

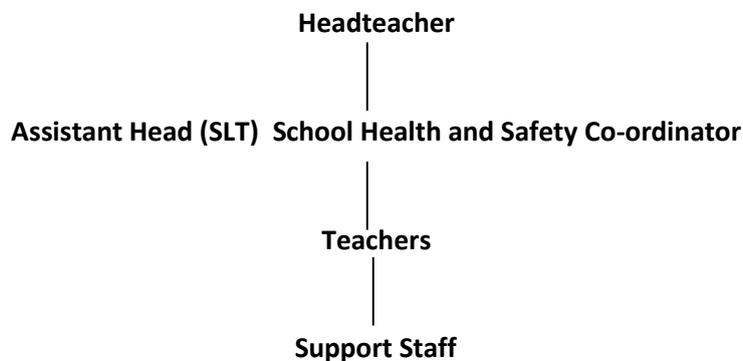
- Education Department Safety Policy
- Health & Safety At Work Act (1974)
- Management of Health & Safety at Work Regulations (1999)
- Provision and Use of Work Equipment Regulation (1998)
- Electricity at Work Regulations (1989)

## **2. ORGANISING**

### **2.1 Areas of Responsibility**

It is important that every member of staff should be involved and their participation sustained by effective communication and training to promote competence and allow all staff to make an informed contribution to the schools health and safety effort.

#### **Hierarchy of Responsibility Diagram**



### **2.2 Head Teacher**

The Head Teacher is responsible for the implementation of the Government's guidance for Health and Safety: responsibilities and duties for Schools. In particular the Headteacher will:

- Ensure that there is a written Health and Safety Policy for High Well school which takes into account statutory requirements and which is regularly reviewed.
- Set up appropriate procedures to ensure that all staff, teaching and non teaching, are informed of their responsibilities.
- Ensure that all those regularly working within schools including cleaning and school meal staff are aware of and understand the policy statements.

- Monitor the effectiveness of the School's Policy and revise, update or modify to meet changing conditions.
- Support Staff
- Appoint a Safety Co-ordinator
- Attend Health and Safety in-service training; ensure, as far as reasonably practicable, that staff undertake all necessary training.
- Advise the Council of any unmet training needs for themselves or their staff.
- As far as reasonably practicable, ensure that resources are made available to meet the demands of health and safety.
- Ensure staff are aware and adhere to safe working arrangements.
- Ensure suitable and sufficient risk assessments are available. Where appropriate .

### **2.3 Safety Co-ordinator**

The Safety Co-ordinator (Jo Thompson) in conjunction with the Headteacher and School Business Manager will:-

- Maintain contact with the Council, the Health and Safety Executive Inspectorate, the Fire Brigade, School Safety Representatives and (all teaching and non teaching) staff concerning health, safety and welfare at work.
- Ensure that the training needs of all school staff are identified to the Head Teacher.
- Establish procedures for reporting of incidents, risks etc within the school.
- Monitor the schools' Health and Safety Policy and Programmes.
- Ensure systems are in place for communication of Health & Safety information.

## **2.4 Members of the Senior Leadership Team**

Members of the Senior Leadership Team (SLT) will:

- Contribute to the development and implementation of the Health and Safety policy.
- Have knowledge of and operate within all statutory requirements applicable ensuring continual and regular checks of these requirements against actual practices.
- Ensure that all persons under their control are conversant with and accept their responsibilities under the school's Health and Safety Policy and that they are trained and equipped to carry out these responsibilities.
- Institute and monitor safe operating procedures. It is important to ensure that staff know and understand the relevant instructions.
- Check to ensure that all tools and equipment are safe to use; check that there is a safe means of access to and egress from every place of work and that they are maintained.
- Ensure that adequate training is undertaken by themselves and that suitable training programmes are provided for all the staff.
- Ensure that any relevant work instructions, Codes of Practice, Risk Assessments etc are known, understood and observed. Such instructions and Codes are to be continually reviewed, examined and discussed with teachers, and other members of staff who must be required to conduct themselves in accordance with such procedures.
- Maintain good housekeeping standards.
- Be familiar with the accident reporting procedure. Investigate and report accidents, injuries or any dangerous occurrence without delay.
- Ensure that persons under their control who are placed on non-routine work are adequately supervised and instructed on safe working.
- Ensure that safety equipment and protective clothing is supplied and used where specified. On new work routines check with the relevant adviser or Council Safety Officer for advice on safe operating practices, suitable safety equipment and protective clothing.

## **2.5 Teachers**

Every teacher will:

- Carry out those parts of the school's Health and Safety Policy which are relevant to their particular areas of operating/control.
- Conform to the rules and regulations operative within their field of responsibility.
- Be fully aware of risk assessments, safe operating procedures and specified job instructions for any work which they may undertake.
- Assist SLT to carry out effectively the parts of the Health and Safety Policy applicable for their areas of control.
- Use only the correct equipment and method of work at all times.
- Report all defective tools, equipment or other materials.
- Report any hazard which they may encounter in the course of their duties.
- Assist in maintaining good housekeeping standards.
- Co-operate fully with all senior staff in the promotion of health and safety at work.
- Where possible identify their own training needs and undertake job instruction and safety training as required.

## **2.6 School Support Staff**

All school support staff (administrative / clerical staff, teaching assistants / agency staff, catering assistants, instructors etc) will:

- Ensure that all persons under their control know and accept their responsibilities;
- Be trained and equipped to carry out those responsibilities;
- Conform to the rules and regulations operative within their field of responsibility;
- Be fully aware of risk assessments, safe operating procedures and specified job instructions for any work which they may undertake;
- Assist the SLT to carry out effectively the part or parts of the Health and Safety Policy applicable to their areas of control;
- Use only the correct equipment and method of work at all times;
- Report all defective plant, tools, equipment or other materials.
- Report any hazard which they may encounter in the course of their duties;
- Assist in maintaining good housekeeping standards;
- Co-operate fully with all senior staff in the promotion of health and safety at work;
- Where possible identify their own training needs and undertake job instruction and safety training as required;
- Facilities Management staff should pay particular attention to the maintenance of safe means to and from the school.
- Facilities Management Staff should ensure that safety equipment and protective clothing is supplied and used where specified.

## **3. PLANNING**

### **3.1 General**

Planning is essential for the implementation of the Health and Safety Policy within High Well School. Creating and operating a Health and Safety Management System will be a collaborative effort involving all staff within the school. An effective planning system for Health and Safety requires a Management System which controls risks, reacts to changing demands and sustains a positive Health and Safety culture.

An effective planning process involves 3 key components:-

1. Accurate information about the current situation.
2. Suitable benchmark against which to make comparisons.
3. Competent people to carry out the analysis and make judgements.

The key elements of a management system for High Well School are:-

- Procedures for general health and safety issues.
- Health and Safety should be an agenda item on regular staff meetings.
- Annual inspection of the school.
- Review equipment maintenance records (Termly).
- Annual review of accident analysis.

### **3.2 Risk Assessment**

High Well School is committed to the assessment of risks in order to achieve safe systems of work and to ensure that Health and Safety is regarded as an essential and inseparable part of the management function at all levels of the department.

High Well School Risk Assessments will carefully examine what, in the School's work or activity could cause harm to people and will highlight whether the school has taken enough precautions or should do more to prevent harm.

### **3.3 Fire Procedures**

High Well School is required to carry out a Fire Risk Assessment. A copy of this Risk Assessment is retained in the school's Fire Log Accident Record Book.

Fire procedures can be found in Appendix 1.

### **3.4 Maintenance of Equipment**

All equipment and machinery in school should be maintained in accordance with the manufacturer's instructions. This maintenance schedule must comply with all relevant regulations and appropriate codes of practice.

### **3.5 Electrical Equipment**

Pupils will be made aware of the dangers of electricity, appropriate risk assessment and safe working arrangements.

All Staff must take all possible precautions to reduce the risk of accidents caused by electric shock. They must:

- visually check electrical equipment for damage before use
- report any defects found immediately to the School Business Manager, Caretaker or School Business Officer. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person.
- Not use defective electrical equipment
- Not carry out any repair to any electrical item unless qualified to do so
- Switch off non-essential equipment from the mains when left unattended for long periods
- Not bring any electrical item onto school premises until it has been tested and a record of such a test has been included in the appropriate record
- Not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- Never run extension leads under carpets or through doorways
- Not daisy-chain extension leads to make a longer one
- Not use adapter sockets – devices that plug into mains sockets to increase the
- Electrical apparatus and connections should never be touched by wet hands.

- Maintenance, repair, installation and disconnection work associated with permanently installed or portable equipment should only be carried out by a qualified electrician and **at no time should a teacher carry out such work.**

All portable appliances will be regularly inspected (PAT testing) at intervals determined by the Council, or when a member of the Senior Leadership Team judges such an inspection may be required in the case of individual machines.

### **3.6 Lone Working**

Potentially dangerous activities must not be undertaken when working alone. Personal safety is of paramount importance. 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 must know where the member of staff is and when they are likely to return. All staff will be issued with a mobile phone when working in venues off-site.

A lone working register will be maintained and a risk assessment carried out on the lone working to identify potential risks and hazards.

Arrangements must be made for regular contact to be made with the lone worker. Entries should be made in the register accordingly, the frequency of contact would depend on the tasks being undertaken, and in any case contact should be made at no more than 4 hour intervals.

Further advice is available from an HSE document "Working Alone in Safety".

### **3.7 Asbestos/Asbestos Products**

A register is held within the Corporate Property Management Division of the Property Department, Wakefield Council which forms a record of any asbestos or asbestos type materials within Wakefield Council buildings. This record must be consulted before any work commences on any site and samples (which are only taken by trained and competent personnel e.g. Property) of any suspected asbestos uncovered during works are taken for analysis.

Depending on the results of the analysis, decisions will be made whether to remove or seal the substance. All results must be added to the register (including negative sample results). Asbestos should never be introduced into the school. Asbestos wool, soft asbestos wools, asbestos gloves and fillers that contain asbestos should not be used. Any equipment using or containing asbestos should be withdrawn and replaced with alternatives.

### **3.8 Working at Height**

High Well are committed to complying with all legislation relevant requirements of the Working at Height Regulations 2005. High Well will do all that is reasonably practicable to prevent an employee falling from height and will ensure that work at height is adequately organized and planned, equipment is suitable and well maintained and employees are competent and proved with appropriate information, instruction and training.

### **3.9 Manual Handling**

High Well are committed to complying with the legislative requirements of the Manual Handling Regulations 1992. Where manual handling cannot be avoided, High Well will assess the risks and take steps to reduce the risk of injury to the lowest level reasonably practicable. Sufficient training will be provided and recorded where necessary.

### **3.10 New and Expectant Mothers**

High Well is committed to complying with the legislative requirements of the Management of Health and Safety at Work Regulations 1999 and associated legislation relating to new to expectant mothers in the workplace.

High Well understands that a new or expectant mother is at an increased risk from a number of physical, biological or chemical agents. Once High Well have been notified by an employee that she is pregnant, it is the responsibility of the HR Manager to undertake a risk assessment taking into account any risk to the new or expectant mother, or her baby.

Where the risk cannot be avoided, the HR Manager, where reasonable, should alter her working conditions.

### **3.11 Accident and Reporting Procedures**

#### **Routine Accidents such as Small Cuts, Bruises and Other Minor Injuries**

First Aid Staff are encouraged to use protective gloves when dealing with these injuries to protect both patient and themselves from the transmission of blood borne disease.

**Serious Injuries such as broken Bones, Eye Injury, Deep Cuts etc.** The Head teacher should contact the local Doctor or the local hospital.

Depending on the seriousness of an injury the Doctor/hospital should be contacted immediately. Where doubt exists staff should err on the side of caution.

On no account should a school pupil with a suspected serious injury or head injury be sent home unaccompanied or accompanied only by a pupil.

#### **Reporting of Accidents and Dangerous Occurrences**

The reporting of accidents and dangerous occurrences is a legal requirement.

Consideration of the circumstances of individual accidents and the analysis of statistical trends enables SLT to identify training needs and areas where equipment and work locations require improvements. It is therefore important that accident report processes are followed and that these are used for monitoring all accidents which result in injury and for all dangerous occurrences which could have resulted in serious injury.

## **Reporting Procedure**

### **Accident Report Forms**

An accident report form for employees, non employees and pupils is to be completed in school and then passed to the Business Manager or Business Support officer to input online within MPiP (NB. tick 'reportee is injured person' only for external individuals / pupils). This must be completed within 5 working days from the date of the incident.

A scanned copy of the accident report form will be emailed to the H&S Officer and Headteacher for information. The Business Support Officer will ensure the incident has been reported on SchoolPod.

**There is no requirement to complete an accident form for every small scrape or bump provided the first aid treatment received is recorded in the first aid diary. These records will be retained for 3 years.**

Accidents which result in an employee being off work for more than three days must be reported to the Health and Safety Executive at Wakefield Council.

Fatalities and other major injuries and dangerous occurrences and diseases must be reported to the Health and Safety Executive. The Safety Section will notify the HSE where this is required.

For further support, contact: Heather Chadwick, Health & Safety Adviser, Wakefield Council  
[hchadwick@wakefield.gov.uk](mailto:hchadwick@wakefield.gov.uk) / Tel: 01924 305394

## **General**

All High Well Staff employees have a responsibility to report any accidents which occur as a consequence of their work activities. Accident report forms are available in the school office.

**The completion and submission of an accident report form does not satisfy the legal requirements relating to the retention of an Accident Book.**

### **Reporting a Fatality, Major Injury, Dangerous Occurrence or Reportable Disease**

In the event of a fatality, major injury, dangerous occurrence or reportable disease, the responsible person ie the person in charge of the workplace/premises where the incident has occurred must:

- i) Notify a senior member of the School Leadership Team as soon as possible
- ii) Notify the Safety Section, by telephone on (01307) 473802/4/5 as soon as possible and thereafter e-mail information with copy to Principal Officer, Physical Resources
- iii) Complete the normal IRF 2016 procedure as appropriate and return within 3 days.

**NB** The Safety Section will notify the Health and Safety Executive of the incident etc. In the event of an accident to an employee resulting in their absence from work for a period of more than three days the responsible person should ensure that the normal IFR 2016 reporting procedure is followed. Some examples of a major injury are:

- Death of any person as a result of an accident whether or not at work.
- Any fracture, other than to fingers, thumbs and toes
- Any amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent)
- A chemical or hot metal burn to the eye, or any penetrating injury to the eye
- Any injury resulting from an electric shock or electric burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring
- Resuscitation or admittance to hospital for more than 24 hours.

Any injury:

- leading to hypothermia, heat-induced illness or unconsciousness
- requiring resuscitation, or
- requiring admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:

- acute illness requiring medical treatment
- loss of consciousness

Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material. The Safety Section will give advice regarding dangerous occurrences and notifiable diseases.

### **3.12 Authorisation of Medical Treatment for Pupils**

Please refer to High Well School's Policies on Supporting Students with Medical Conditions and First Aid.

### **3.13 First Aid**

Please refer to High Well School's First Aid Policy.

### **3.14 School Security**

Security within the school will:

- reduce the number of public entrances to schools (one main entrance at High Well is used)
- provide secure entry to schools (barrier to car park and locked front door)
- provide staff and visitors with identification badges and provide a means of recording visitors to schools (school has an inventory signing in system which automatically produces a badge)

High Well School has a robust security system which includes locked doors, lockable gates and CCTV

controlled/operated by the Head teacher. All staff have a fob to enable access to, from and throughout the building during the working day.

All visitors must report to the school reception office, sign in and out and wear visitor badges. All contractors report to Facilities Management team who supervise access and ensures the Head teacher is aware of who will be working within the school grounds.

### **3.15 Outdoor Education / External Visits**

Please refer to High Well School's Policy on External Visits.

### **3.16 Contractors in Schools**

The head teacher, or appointed representative, will be the 'Person in Control' in school and will ultimately be responsible for the management and implementation of health & safety requirements under the Health and Safety at Work Act.

Contractual arrangements with contractors, including those applicable to health and safety both with respect to the contractors' own operations and in relation to school operations, are administered by Facilities Management.

The Head teacher will assist by:

- administering the access of contractors to schools and ensuring contractors' ID badges are worn
- participating in discussions/briefings with Property Services and/or Facilities Management staff and contractors on contractual and health & safety matters
- ensuring whatever school management arrangements agreed to facilitate the execution of the works are complied with
- reporting to Property Services staff/Facilities Management any incidence which is believed to be a breach of health & safety or is a matter of concern. This includes the option of instructing the contractor to cease working until the matter is further investigated.

### **3.17 Loan of Equipment**

It is strictly forbidden for any member of staff to loan any school equipment (e.g. ladder, steps, electrical extension etc) to any person other than Wakefield Council staff.

## **4. MEASURING PERFORMANCE**

The School's Health and Safety Policy will be monitored by the Senior Leadership Team and Governing Body. They will analyse and discuss the department's performance regarding Health and Safety issues. Accident and near miss reports will be analysed to ensure every opportunity is taken to improve health and safety performance.

Appendix 1

## IN CASE OF FIRE

Raise alarm by: Using a key to activate the fire alarm

**ENSURE AN EMERGENCY 999 CALL IS MADE TO THE FIRE BRIGADE WITHOUT DELAY.**

**Tackle the outbreak with the fire appliances provided without taking any personal risks.**

**EVACUATE THE BUILDING USING THE NEAREST EXIT**

- **CLOSE ALL DOORS**
- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- **DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE MARSHALLS**

**PROCEED TO ASSEMBLY POINT FOR ROLL CALL AT :-**  
**SCHOOL PLAYGROUND**

- Office staff to bring emergency registers & visitor log
- Classes to stand in lines. Teachers to take register
- Business Support Officer and Admin Officer to check all present
- Fire Marshalls to check fire alarm panel and be responsible for communicating with Fire Brigade
- Class teachers to do initial headcount and report immediately any children not accounted for

**IT IS IN YOUR INTEREST:-**

- **TO STUDY THIS NOTICE**
- **TO MAKE YOURSELF FAMILIAR WITH MEANS OF ESCAPE, POSITION OF FIRE ALARM POINTS AND FIRE FIGHTING APPLIANCES.**
- **TO AVOID CAUSING OBSTRUCTIONS ON PASSAGeways AND ANY ESCAPE ROUTES.**
- **DO NOT, UNDER ANY CIRCUMSTANCES, WEDGE OPEN FIRE CHECK DOORS**