



## **Health and Safety Policy and Procedure (11)** **(Whole School including EYFS)**

### **Contents**

- 1. Governing Bodies Statement of Intent**
  - 1.1 Organisational chart
  
- 2. Means of organising**
  - 2.1 Introduction
  - 2.2 Key personnel
    - 2.2a Governors
    - 2.2b Head Teacher
      - 2.2bi General Responsibilities of Head Teacher
      - 2.2bii Governors Statement
      - 2.2c Teachers
        - 2.2ci Special obligations of Teaching staff
        - 2.2d Bursar
        - 2.2e Employees
        - 2.2f First Aiders
        - 2.2g Medical/welfare
        - 2.2h Fire Marshal
        - 2.2i Caretaker
        - 2.2j Kitchens
        - 2.2k Visitors and Volunteers
        - 2.2l Sources of information
        - 2.2m Competent Advice
  
- 3. Arrangements for satisfying the policy**
  - 3.1 Emergency Procedures
    - 3.1a Escape routes
    - 3.1b Procedures for fire drill or emergency evacuation
      - i) Fire Safety
      - ii) Gas Leaks
      - iii) Electrical Power Failure
    - 3.1c First Aid
    - 3.1d Serious Accident
  - 3.2 Accident Reporting
    - 3.2a Accidents to Students/Staff
    - 3.2b Accident Log Book
  - 3.3 Site Procedures
    - 3.3a Playground Safety
    - 3.3b Leaving the Site

- 3.3c School Visits and Safe Ventures
- 3.3d Visitors to School
- 3.3e Contractors
- 3.3f Violence towards Staff
- 3.3g Safety Inspections
- 3.3h Weekly checks
- 3.3i Cleaning
- 3.3j Security
- 3.3k Additional Information

### **3.4 Work Equipment**

- 3.4a New Equipment
- 3.4b Electricity at Work Regulations
- 3.4c Personal Protective Equipment (PPE)
- 3.4d Control of Substances Hazardous to Health (COSHH) Regulations

### **3.5 Occupational Health**

- 3.5a Health Hazards
- 3.5b Chemical Hazards
- 3.5c Biological Hazards
- 3.5d Physical Hazards
- 3.5e Ergonomic
- 3.5f Display Screen Equipment
- 3.5g Manual Handling

### **3.6 Designated Staff and Information**

- 3.6a Risk Assessments
- 3.6b Students and Members of Staff at Special Risk
- 3.6c Information
- 3.6d Distribution of Safety Policy Document
- 3.6e Staff Health & Safety Training
- 3.6f Staff Information

## **4 Arrangements for monitoring and evaluating the policy**

### **Summary**

### **Appendix – COSHH Policy**



## **1. The Governing Body's Statement of Intent with regard to Health and Safety**

The Governing Body at Avon House School intends to provide a safe and healthy working and learning environment for all employees, students and visitors.

In consultation with the Head Teacher and the Bursar, the Governing Body Health & Safety Representative will continue to assess risks and review matters of health and safety annually or as necessary to ensure the continued effectiveness, implementation and updating of this policy.

The arrangements outlined and other safety provisions are made in order to prevent accidents and ensure safe and healthy working conditions. However, the Governing Body Health & Safety Representative believes that only the adoption of safe methods of work and good practice by every individual can achieve these objectives.

All employees, contractors and visitors must recognise their responsibility for their own safety, and that of pupils and others who may be affected by their work. They must also appreciate that safety depends on their individual conduct and vigilance while on Avon House School premises or while taking part in activities sponsored by the school.

The Governing Body Health & Safety Representative will take all reasonable steps to identify and keep hazards to a minimum and will ensure the provision of sufficient information and adequate training for all employees.

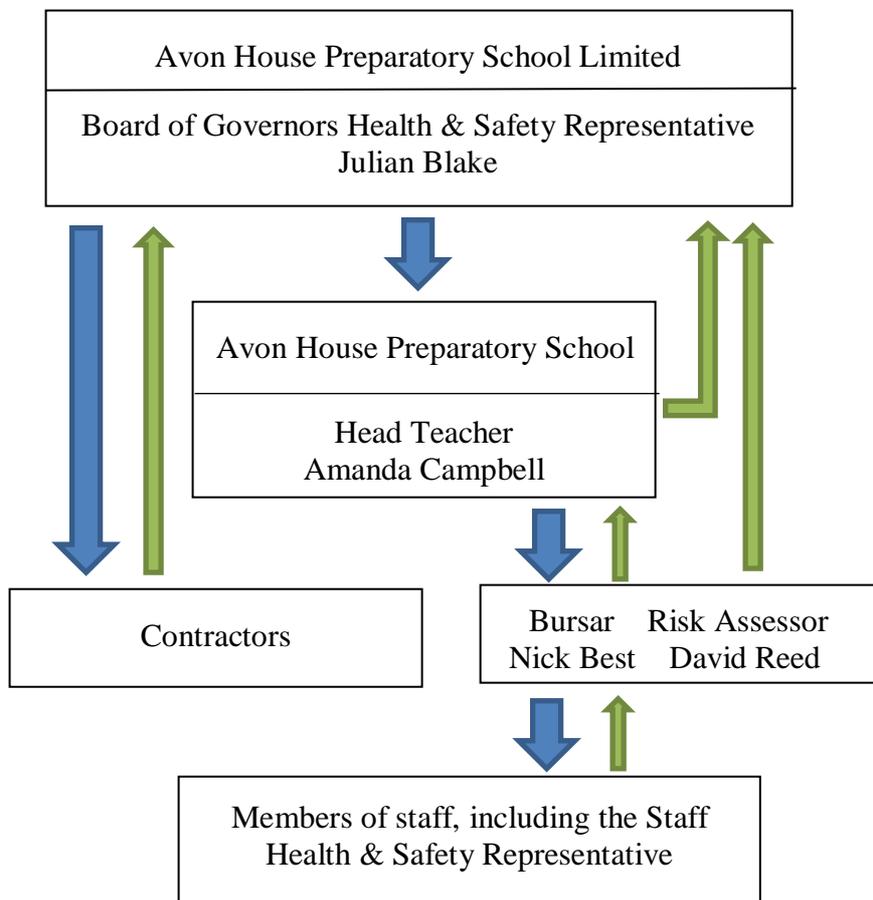
It is a requirement that all employees sign annually to acknowledge that they have received and understood their Health and Safety responsibilities and read a current copy of Avon House School's Health and Safety Policy.

Signed.....

Date.....

For and on behalf of the Governing Body Representative

## 1.1 Avon House Preparatory School Organisational Chart



Avon House Preparatory School Limited understands that communication between responsible persons is vital for delivering a safe work place with robust Health & Safety arrangements.

Whilst targets and responsibilities can be assigned and delegated from the Board of Governors Health & Safety Representative to the Head Teacher, Bursar and members of staff, Avon House Preparatory School Limited Board of Governors acknowledge the need to review the Health and Safety arrangements onsite by consulting with responsible persons and staff in relation to maintaining safe practices of work and delivering onsite improvements where needed and will commit to providing adequate resources to maintain a safe working environment.

## 2. Means of Organising

### 2.1 Introduction

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent regulations. Additional information is available on <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

It will be reviewed, added to and modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments are available to all school employees.

This section is designed to inform all members of staff at Avon House School of the ways and means by which the Governors intend to implement the various requirements of Health and Safety legislation.

It is intended to ensure that all members of staff are aware of their delegated responsibilities and duties regarding health and safety. In addition, key personnel and sources of information have been identified.

The success of this policy depends on the active support of all employees to achieve its objectives.

## **2.2 Key Personnel**

This section names the key personnel with specific safety roles and those teachers and members of staff in charge of equipment.

### **2.2a Governors**

The Governors will have responsibility for ensuring the general implementation of this policy, and will approve and monitor the arrangements made by the Head Teacher and the Bursar to discharge their responsibilities. This is coordinated through the Governing Body Health & Safety Representative.

The Governors will be responsible for the implementation, management and monitoring of the relevant Health and Safety Policies and Procedures.

The Governors will ensure contact with parents in the event of an accident or incident.

### **2.2b Head Teacher**

The Head Teacher will be responsible to the Governors for the implementation, management and monitoring of all Policies and Procedures in the school.

The Head Teacher recognises and accepts responsibility as far as is reasonably practicable, to provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school. In discharging these responsibilities, the Head Teacher will pay due regard to relevant regulations, codes of practice, site 'permits to work' for contractors, guidance notes and professional advice.

The Head Teacher similarly requires all employees of the school to recognise their responsibilities to take care for the safety of themselves, of other workers, pupils, visitors and of others who may be affected by the work of the school and to co-operate fully with the Head Teacher and the Governors in implementing and fulfilling this policy.

The Head Teacher accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises.

The Head Teacher similarly requires contractors and others when working on school premises to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and others who may be affected by their work.

The Head Teacher will cooperate fully in the appointment of Staff Safety Representatives as set out in the Safety Representatives and Safety Committees Regulations 1977.

### **2.2bi General Responsibilities of Head Teacher**

The Head Teacher will be responsible to the Governors for the implementation, management and monitoring of the relevant policies and procedures. The Head Teacher will cooperate with and maintain appropriate levels of communication with the governing body and caretaker with issues relevant to the site.

The Head Teacher will liaise with the school's governing body in matters where its responsibilities relate to the Health and Safety at Work Act 1974.

The Bursar, together with the Head Teacher, will monitor any arrangements made by staff to discharge their responsibilities, as well as monitoring the outcome of any arrangements made.

Those with management responsibilities over other staff will take all reasonable measures to assist the Head Teacher and Bursar in implementing the school's health and safety policy. So far as is reasonably practicable management will ensure that those for whom they have responsibility fulfil their responsibilities and that the areas in which they work are safe.

Employees have a duty to take reasonable care for their own health and safety and that of others who may be affected by their actions and/or omissions. Employees are to cooperate with the Head Teacher, Bursar and senior members of staff to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly.

### **2.2bii Governors' Statement**

The governing body of the school will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc. Act 1974. The governing body will so far as is reasonably practicable, ensure that all relevant regulations, approved codes of practice and guidance notes are followed and that due regard is paid to advice and information provided by the advisers of the same.

The governing body will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises available for use are safe, and without risk to health and that any plant, equipment or substances in the premises or provided for use there are similarly safe and without risks to health. In this respect, the governing body will comply with arrangements and procedures as part of its responsibilities. The governing body will ensure that appropriate health and safety arrangements are in place for any letting for which it is responsible.

The governing body will review this statement regularly and when circumstances change.

The governing body will ensure that the school maintains, monitors and reviews its Health and Safety Policy, including the necessary items of organization, arrangements and procedures.

The governing body will ensure the site is secure.

In order to assist in the discharge of its responsibilities, the governing body will receive from the Governors' Health & Safety Representative copies of all health and safety reports.

### **2.2c Teachers**

The Management of Health and Safety at Work Regulations 1999, together with the Health and Safety at Work etc. Act 1974 state

It shall be the duty of every employee while at work -

- a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

The Legislation also states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

In order that the laws are observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected to:

- a) Know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- b) Follow instructions related to health and safety procedures
- c) Observe standards of dress consistent with safety and/or hygiene
- d) Exercise good standards of housekeeping and cleanliness
- e) Know and apply the emergency procedures in respect of fire and first aid
- f) Use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others
- g) Inform the Head Teacher and governing body health and safety representative of any potential hazards (but only within their own knowledge and experience)
- h) Cooperate with other employees in promoting improved safety measures in the school
- i) Cooperate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

All members of the teaching staff will take all reasonable measures to assist the Governors, Head Teacher and Bursar to implement and carry out the specifics of the Health and Safety Policy. Each teacher will be responsible for health and safety matters within their own class. Relevant statements from the Health and Safety Policy are included within current Risk Assessment instructions and other essential information is available to all staff. Particular attention should be paid to:

- Arrangements for supervising pupils
- Safety equipment
- Risk Assessments
- The handling, storage and transport of equipment and substances
- Use of Personal Protective Equipment (PPE)

A copy of relevant Risk Assessments must be available in the classroom and used by staff who should check regularly with the School Risk Assessor for changes and updates.

### **2.2ci Special obligations of teaching staff**

The safety of pupils in classrooms is the responsibility of class teachers: teachers have traditionally carried a responsibility for the safety of pupils when they are in their charge.

If for any reason e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, the teacher considers they cannot accept this responsibility, they should discuss the matter with the Head Teacher before allowing practical work to take place. Teaching staff are expected to:

- a) Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, lockdown and first aid and to carry them out
- b) Know the safety measures to be adopted in their own teaching areas and to ensure that they are applied
- c) Give clear instructions and warnings as often as necessary
- d) Follow safe working procedures
- e) Use PPE where necessary
- f) Make recommendations to the head of department regarding required actions and safety improvements to equipment or machinery which are dangerous or potentially so.
- g) Follow the Safeguarding Policy

### **The pupils**

All staff shall work with pupils to establish, at whatever level is appropriate, an ability to:

- a) Exercise personal responsibility for the safety of self and others
- b) Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear)
- c) Observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- d) Use and not wilfully misuse, neglect or interfere with things provided for their safety

## **Supervision of pupils**

The senior management team and school teaching staff are required to ensure, as far as is practicable, adequate supervision of pupils throughout the day to ensure their health and safety. Supervision requirements and arrangements are identified in the Supervision of Pupils Policy which details the required hours of supervision during the extended school day.

Teaching staff and school employees must familiarise themselves with the arrangements detailed for the following periods of the school day and activities:

Breakfast Club	Lunch time
Morning Arrival	Wet play/lunch times
Lesson Times	School collection time
Morning and afternoon break	School clubs
	Tea Timers

## **Uncollected Child**

In the event that a child is not collected by an authorised adult at the end of the day, teaching staff are to ensure their safe supervision. If a child is not collected then the parents or emergency contact are telephoned. The child will not be able to leave the premises with anyone who is not directly nominated by parents either in writing or by telephone.

If the child remains uncollected after an hour and no arrangements have been made with either parent or nominated adult, Redbridge Safeguarding Children Partnership should be contacted and responsibility discharged as directed in the Supervision of Pupils Policy.

Under no circumstances will staff take the child home.

## **Missing Child**

Parents are required to inform the school of children's absence before 9:30 am, if no message has been received the school office will contact the parents to ascertain if the child should be in attendance.

Children are never allowed to leave school premises without express permission given from the Head Teacher. If a child is unaccounted for, teaching staff should notify the Head Teacher and the procedure detailed within Supervision of Pupils Policy should be followed.

## **Animals**

Animals are only to be admitted onto site after written confirmation that the animal is free of disease, contagions and infestation, eg worms, and that the handler is competent and responsible. Risk assessments are required to be completed for any activity involving animals.

Where farm visits take place teachers ensure adequate facilities for washing hands are available on the site. Teachers remind children of the need for washing hands after stroking animals and supervise this activity particularly before food is eaten.

Parents/carers are not allowed to bring dogs on to the school site.

### **2.2d Bursar/Risk Assessor**

- Will create/review risk assessments and update when necessary.
- Will give subsequent safety instruction to staff when necessary.
- Will pass bulletins to relevant departments.
- Will ensure that all are aware of their Health and Safety obligations
- Will assist the Fire Wardens with fire drills
- Will assist with any emergency evacuation of the site
- Will develop Health & Safety policy with the Head Teacher when necessary
- Will oversee policy implementation of 2.2e through to 2.2m

### **2.2e Employees**

Whilst at work, employees need to take reasonable care for the health and safety of themselves and others who may be affected by their work. They must cooperate with the Governors and Head Teacher to enable them to maintain a safe and healthy workplace.

Specific duties and responsibilities are detailed in job descriptions and performance should be included in any reviews or appraisals. Student teachers on site are considered to be employees.

### **2.2f First Aiders**

A list of members of staff who have a current First Aid qualification can be found displayed beside all fixed First Aid Boxes and on all Health and Safety notice boards. Most staff have Emergency First Aid certificates, updated regularly.

### **2.2g Welfare**

The School Nurse is responsible for keeping the school medical records, ordering replacements for first aid boxes as requested by the department responsible. They are also responsible for maintaining telephone or written contact with parents as necessary.

### **2.2h Fire Marshal**

The Fire Marshal has responsibility for the following areas.

- Fire Equipment
- Fire Alarm System
- Fire Signage

### **2.2i School Caretaker**

- School cleanliness
- Furniture
- Keeping emergency exit routes clear
- Basic maintenance issues and minor repairs
- H&S checks:
  - Weekly: Fire alarms
  - Security alarms
  - Ladders

- Termly:   Emergency lighting  
          COSHH checks legislation  
          Storage areas  
          Signage
- Annual:   Emergency lighting full test  
          Smoke alarms  
          Security alarms

All checks are confirmed with the Bursar

### **2.2j   Kitchens**

The kitchen manager has responsibility for supervision of:

- Cooks,
- Electrical and catering equipment,
- Hoods and ventilation in the kitchens

The Kitchen Manager will also liaise with the Head Teacher on matters of mutual concern.

### **2.2k   Visitors and Volunteers**

All visitors will sign in at the school office and will wear a “Visitor” badge. Regular visitors and other users of the premises (e.g. delivery men from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the staff they are with.

### **2.2l   Sources of Information**

Health and Safety matters are included in general teacher and staff meeting agendas where staff can raise any issues. Information is then distributed by the Bursar. Teachers are encouraged to refer to the Bursar if they are unclear.

### **2.2m   Competent Advice**

Avon House Preparatory School Limited acknowledge the requirement for competent advice as defined in Regulation 7, Management of Health and Safety at Work Regulations 1999 and have appointed BBi Risk Solutions to provide advice.

## **3.     Arrangements for carrying out procedures of this policy**

### **3.1   Emergency Procedure**

Teachers must read and familiarise themselves with the emergency procedures. They must ensure that members of staff in their areas understand the procedures and that the instructions are followed correctly.

Any health and safety matters discussed at departmental meetings are to be minuted and copies are to be given to the Head Teacher and Bursar.

### **3.1a Escape Routes, Staircases**

All members of staff must ensure that escape routes and staircases are kept clear and unobstructed at all times. Fire doors must never be propped open; fire exits must not be locked during school hours or while people are on school premises.

### **3.1b Fire Drill or Emergency Evacuation of Buildings**

#### **(i) Fire Safety**

Teachers should ensure that all members of staff are aware of the school procedure for fire drill and emergency evacuation. Fire drills are held at least once a term to check that the current procedure is effective. When the fire alarm sounds act immediately, evacuation of the premises needs to be completed within **5 MINUTES**. Only members of staff who are appropriately trained in their use should use fire extinguishers.

#### **(ii) Gas Leaks**

Should anyone discover a gas leak they must follow the evacuation procedures with the exception of sounding the fire alarm as this could ignite the gas. Teachers must verbally inform colleagues of the need to evacuate. The Bursar must be informed as soon as reasonably practical.

#### **(iii) Whole site Electrical power failure**

In the event of complete electrical power failure teachers should and await instruction from the Bursar or Head Teacher.

#### **(iv) Lockdown Procedures**

As part of the School's Crisis Management Policy a Lockdown Procedure is being evolved and drills will take place once each term. Both of these documents can be found on the T drive and all staff should read and understand their responsibilities and the actions that they should take once an alarm has been sounded. The main points of the procedure are detailed below.

- A unique lockdown alarm is sounded.
- Office staff inform emergency services as required.
- Office staff contact staff who are off site and inform them that they are not to return to school until notified that the lockdown is over.
- In the event of a building lockdown, it is mandatory that all children and adults remain in the room they are in or, if not securable, the designated place of refuge. Children and adults who are outside are to return to their classrooms or, if not practicable to do so, go to the nearest secure location.

Once inside a securable room:

- Lock doors and windows and close blinds.
- Do a head count immediately and notify the office of missing pupils and personnel as soon as it is practical to do so.

- If 'Locked Down' whilst in the classroom continue to teach as normal unless otherwise instructed.
- Remain in lockdown until the "all clear" is given verbally using the current password. Blinds to be lifted before unlocking the door to confirm the identity of the password bearer.
- The password will be changed at least every term and all staff notified of this.
- After the all clear is sounded the Head Teacher can authorize the contacting of parents.

### **3.1c First Aid**

A list detailing the location of first aid boxes is displayed on the Health and Safety notice boards. A list of the contents that should be held in the first aid boxes is contained within the box.

In the event of a minor injury the student should be sent to the nearest first aider. All injuries/incidents should be written in the school accident book located in the closest class room as soon as possible. The Head Teacher should be informed so that the accident or incident can be investigated.

The School Nurse should ensure that all qualifications are periodically reviewed to prevent certificates expiring and leaving the school with insufficient cover for first aid.

All members of staff have regular first aid and Epipen training at emergency aid level as a minimum. Others have paediatric first aid training.

### **3.1d Serious Accident**

In the event of a serious accident to a pupil or member of staff, procedures in the First Aid Policy will be followed.

### **3.1e Asthma**

Inhalers are kept in the class green bag and are taken with the class wherever they go.

The school admission forms have a section whereby parents declare medical conditions their child may have. This information is relayed to teachers and the School Nurse.

### **3.1f Medical Conditions and Medication**

**Diabetes:** a list of diabetic children is kept by the School Nurse who meets with relevant staff to give advice on pupils.

**Epilepsy:** as above with emphasis on a daily liaison at the parent's request. (eg an immediate phone call must be made to the parent at the slightest bump on the head).

**Asthma:** All inhalers are labelled with the name of the child and the dosage and kept in the classroom.

A list of all pupils who have asthma, epilepsy or diabetes is kept by the School Nurse. A health care plan is completed for all relevant pupils and kept in a file in the Quiet Room.

Teachers are informed about children with severe allergies. Epipens are kept in the class green bag and taken with the class wherever they go.

Members of staff requiring Epipen for the treatment of severe allergies retain their Epipen in their possession. The School Nurse is required to keep herself up to date with all pupils and members of staff who have a history of severe allergic reactions.

### **3.1g Communicable Diseases**

These are detected as soon as possible, with the individual being isolated. When a pupil displays symptoms of a communicable disease, people are informed in the following order:

1. School Nurse/class teacher
2. The parents.

Parents are asked to take the child to the doctor and the pupil should not return to school until the incubation period is complete and permission sent from the School Nurse and Head Teacher.

If symptoms re-appear staff inform the Head Teacher immediately.

### **3.2 Accident Reporting**

#### **3.2a Accidents to students and/or members of staff**

It is our aim at Avon House School to minimise accidents. We do this by:

- a) Ensuring that if any new equipment is bought staff are given training on how to use it
- b) Having regular assemblies and lessons during which children are reminded of school rules regarding the health and safety of themselves and others, and of the constant need for self-discipline to minimise the harming of themselves and their peers.

It is an aspect of school life that accidents will happen, and when these do they are logged immediately by the supervising teaching staff. All members of the teaching staff are aware of our accident logging procedure and an accident book is kept in each classroom. Our procedure is as follows:

Date  
Name  
Time  
Reason for accident  
Signature of person attending accident  
Signature of parent

More serious accidents are entered following the procedures on RIDDOR [www.hse.gov.uk](http://www.hse.gov.uk) form F2508 which is in turn sent to the HSE.

If an ambulance is called the school logs the time it is phoned and the time of arrival. The Head Teacher or in their absence a member of the admin team will be in the main entrance door waiting to guide the ambulance crew to the injured party.

Members of staff who are first on site at the time of the accident or incident are to give a full report of the incident (date, time, location and account). This information should then be passed to the School Nurse. It is important that this should be done as soon as reasonably practicable.

The Governors, Head Teacher and the Bursar must be informed of any accidents/incidents in order to fulfil their legal responsibilities of informing the relevant authorities.

### **3.2b Accident book**

All accidents to students, members of staff, and visitors should be written in the accident book. It is important to record all incidents and near misses involving machinery or substances so that consideration can be given to a review of safety procedures.

### **3.3 Site procedures**

#### **3.3a Playground safety**

All members of staff must familiarise themselves with the Supervision of Pupils Policy.

#### **3.3b Leaving the Site**

All members of staff leaving the site during the school day must sign themselves out at the school office and sign in on their return to the school.

#### **3.3c School visits and safe ventures**

All members of staff must familiarise themselves with the Educational Visits Policy and seek relevant advice as necessary from the venue and the School Risk Assessor. All procedures in the Educational Visits Folder must be complied with.

#### **3.3d Visitors to the School**

All visitors must report to the school reception to sign in and be given a visitor's badge, which they must visibly display at all times. All members of staff should familiarise themselves with the current school security and visitor procedures.

#### **3.3e Contractors**

The school will maintain an approved contractors list. All works should be assessed with adequate safety arrangements in place before contractors begin work onsite. Contractors should report to the school reception to sign in and out and liaise with Bursar before work begins.

Prior to work commencing, all contracted work shall be arranged in accordance with the Construction (Design & Management) Regulations 2015 where required with appropriate Health and Safety responsibilities clearly assigned.

### **3.3f Violence towards staff**

All members of staff should be made aware of the current school procedure regarding violence towards members of staff.

### **3.3g Safety Inspections**

The Bursar will observe regular site inspections within school hours. BBi Risk Solutions shall conduct an annual health and safety compliance audit and fire safety risk assessment and prepare a report detailing recommended actions for the Governors and Head Teachers referral.

### **3.3h Weekly checks**

The Fire Marshal will check all fire equipment to ensure all are in place and unobstructed. Records of each inspection should be kept and any actions required should be carried out within the recommended timescale. Any use of fire equipment should be reported and records kept, any staff noticing faulty equipment should inform the Head Teacher immediately.

In addition to other Health & Safety checks, the following are carried out:

Legionella – three yearly survey (currently by Euro Environmental, a six monthly water check and a weekly water test which is logged by the caretaker

Asbestos – survey completed and remedial work carried out as identified. Area with chrysotile artex is logged in the school's Asbestos Management Plan and Contractors Pack.

### **3.3i Cleaning**

Cleaning of the classrooms, social areas, the toilets, washing facilities and corridors is carried out by a contracted firm and supervised by the caretaker. Any problems with cleaning standards should be referred to the Head Teacher immediately.

Members of Staff who are required to clean body fluids, clinical waste or hazardous substances should always wear Personal Protective Equipment and dispose of all materials in accordance with current school policy.

Cleaning staff should be made aware of safe methods of work.

### **3.3j Security**

All members of staff should be aware of current school procedure with regard to school security.

### **3.3k Additional Information**

In order to identify staff easily a colour-coded lanyard is worn with the staff/visitor security tag. A key to these is posted around the school.

### **3.4 Equipment**

#### **3.4a New Equipment**

All new equipment must be entered onto the equipment register. A risk assessment should be carried out before it is used, and records must be kept.

#### **3.4b Electricity at Work Regulations**

All electrical equipment must be checked and tagged before use. Members of staff are not permitted to bring into school any personal equipment unless it has been checked and tagged first. Any electrical equipment that has damage to it must be taken out of use immediately and reported in line with current school policy.

The school will undertake regular PAT testing of portable and transportable electrical equipment in line with the current IEE Guidelines. PAT Testing is required for new equipment on expiration of warranty.

#### **3.4c Personal Protective Equipment**

These are used in circumstances where hazards cannot be controlled in other ways. Appropriate Personal Protective Equipment must be issued to staff and pupils when identified in risk assessments. Checks of equipment should be carried out and any damaged equipment discarded and new issued.

#### **3.4d The Control of Substances Hazardous to Health (COSHH) Regulations**

Hazardous substances can include liquids, powders, fumes, solids, gases, vapours, dust and living organisms. These may be toxic, irritant, explosive, reactive, allergenic, corrosive, carcinogenic, flammable or infective.

Storage and control of hazardous substances is subject to the COSHH Regulations and members of staff involved in their use, storage and disposal should consult with teachers or the Bursar for relevant information about the substance.

Cleaning substances subject to COSHH are controlled and risk assessed by the caretaker/School Risk Assessor.

### **3.5 Occupational Health**

#### **3.5a Health Hazards**

There are various types of health hazards:

- Chemical – such as harmful dust and liquids
- Biological – such as communicable diseases
- Physical – such as noise
- Ergonomic – such as badly designed tasks, areas and equipment.

#### **3.5b Chemical Hazards**

These substances may be hazardous because they may be explosive or flammable. They may be associated with a dangerous chemical reaction. The substance may be toxic, corrosive,

harmful or irritating to parts of the human body. Current school procedures with regard to identifying hazards and risk assessment procedures should be carried out.

### **3.5c Biological Hazards**

A risk assessment will be carried out on any member of staff or pupil we think may have a communicable disease. Parents will be advised to seek medical attention as soon as possible and notify the school of the prognosis. Members of staff should also seek medical advice from their GP and notify the school of the prognosis.

### **3.5d Physical Hazards**

People and many types of equipment produce noise. It can cause a nuisance or stress. Risk assessments should be carried out and the appropriate action should be taken in line with current school procedure.

### **3.5e Ergonomics**

Ergonomics should be considered when a new workplace is being designed and when new equipment is being selected and installed.

### **3.5f Display Screen Equipment**

Managers and members of staff all have a part to play to minimise the ill effects involving the use of display screen equipment. Appropriate information, instruction and training should be given in the use of display screen equipment and records must be kept. All hazards should be reported in line with school procedures.

### **3.5g Manual Handling**

Manual handling is the transportation or supporting of any item or object including lifting, lowering, pushing, and carrying. All members of staff should receive information, instruction and training regarding manual handling awareness. Records of any training information or instruction provided must be kept and maintained.

## **3.6 Designated staff and information**

### **3.6a Risk assessments**

Staff will be responsible for undertaking risk assessments as and when appropriate. All risk assessments must be saved on the school intranet. A set of common risk assessments is kept on the T drive. Training and information will be provided by the School Risk Assessor.

### **3.6b Pupils and members of staff at special risk**

Written instructions on procedures to be followed in case of emergency for pupils or staff at greater risk or with special needs will be kept on file. Teachers should be made aware that colleagues must have knowledge of the special needs of those at risk.

### **3.6c Information**

To obtain and communicate information to employees on Health and Safety issues, you must contact the Bursar. All health and safety information will be displayed on appropriate notice boards, and copied to the relevant departments

### **3.6d Distribution of the safety policy**

It is the responsibility of the Bursar to ensure that all employees have read, and signed to say that they have understood their responsibilities.

### **3.6e Staff Health & Safety Training**

All new staff have a Health & Safety induction meeting and must read and sign a personal commitment to the Health & Safety Policy of the school.

Staff receive training in how to complete risk assessments. These are all saved on the intranet in the Health & Safety folder.

All staff attend a Health & Safety update training session during the September inset.

### **3.6f Staff Information**

During the weekly staff meeting any Health and Safety issues can be raised and the Bursar will impart any relevant information or legislation.

## **4. Arrangements for monitoring and evaluating this policy**

Periodic checks and routine inspections of the school premises will be made by a competent person to ensure that details of the school policy are in force and effective.

The Head Teacher and Bursar will monitor the implementation of the Health and Safety Policy to see whether it is being pursued effectively and to satisfactory standards.

There will be an annual safety inspection of the whole school site. The Bursar will submit the results of the safety checklist and a report to the Head Teacher. A section will be included giving details of the remedial action that needs to be taken. This report will form an integral part of the monitoring and evaluation of the Health and Safety Policy. The policy will then be amended or appended by a competent person as required.

Members of staff should submit details of any hazards that they detect immediately and in writing to the Bursar or the Head Teacher.

Monitoring health and safety issues provides information that will assist in improving the current arrangements. In the long term it can be used for reviewing the policy and for organising and planning risk control.

It is important that we learn from any incidents or accidents and inform members of staff who may be affected by an activity undertaken at the time of the problem. Serious problems need



to be put right quickly and must not be left for formal review of policy. Good health and safety performance should be recognised. Bad performance needs to be discussed by the Head Teacher together with the Bursar and plans made to improve performance.

### **Summary**

Health and Safety must be a part of the school's management system and with the full and active cooperation of all members of staff we can aim to make Avon House School a safer and healthier workplace for everyone.

Reviewed May 2019 GG/BBi

Reviewed January 2020 GG

Reviewed August 2020 NB

Reviewed August 2021 NB

## **COSHH Policy**

### **1. Introduction**

Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.

This appendix to the Health & Safety Policy provides a framework to be adopted to ensure compliance with the COSHH regulations.

### **2. Summary of Actions**

Insofar as is practicable, the School endeavours to:

- only use substances free of bleach or other hazardous substances
- complete an inventory identifying any hazardous substances found on site and obtain material safety data sheets from the supplier
- ensure that controls are in place and are adequately monitored for effectiveness
- ensure that any equipment required for controlling risk is being adequately maintained
- ensure all staff have received information, instruction and training where required
- ensure records of assessments are being kept on the premises.

### **3. Legal Framework**

The main aim of the COSHH Regulations 2002 is to ensure that where a need for the use of a hazardous substance is necessary, that the situation is assessed and appropriate control measures are taken.

Specifically, employers are required to:

- a) assess the health risks which arise from hazardous substances in their work activities and;
- b) ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled;
- c) ensure that any equipment provided to control the risk, such as personal protective equipment (PPE) is adequately maintained;
- d) provide information, instruction and training to staff and others who may be affected on the level of risk and how it is to be controlled;
- e) in the case of contracted workers, ensure that their employers are made aware of COSHH substances and any training necessary;
- f) provide adequate and appropriate health surveillance when required.

#### 4. Substances Hazardous to Health

4.1 Substances hazardous to health as defined by the COSHH regulations are:

- a) Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below.

##### HAZARD

Corrosive

- Don't breathe vapors
- Don't touch
- Keep away from eyes

*Toxic*

- Don't touch
- Don't breathe
- Don't eat or consume the chemical

Irritant

- Don't breathe the dust
- Don't touch
- Don't eat or consume the chemical

Combustible & Flammable

- Keep away from flames and other combustible materials

##### SYMBOL



- b) Biological agents directly connected with work including micro-organisms.
- c) Dust of any kind when present as a substantial concentration in the air.
- d) Any other substance not specified above which may create a comparable hazard to a person's health.

The only exceptions are those things which are already being controlled by their own specific legislation, for example, asbestos.

4.2 Such substances may be hazardous through inhalation, ingestion, and/or absorption through the skin or skin contact.

4.3 In schools these substances will generally be found in caretakers/cleaners stores.

4.4 It should be remembered that substances hazardous to health can also be created by practical work (e.g. wood dust and products of chemical experiments). In such situations, prevention or effective controls may be required to minimise the risks to health.

- 4.5 The School will maintain an inventory of hazardous substances used/generated on site; this inventory should then be used to identify those substances which present a significant hazard and thus require an individual risk assessment.

## **5. Risk Assessments**

- 5.1 The primary requirement for the control of hazardous substances is to conduct a COSHH Risk Assessment before the use or generation of any such substances.
- 5.2 Any process which is liable to expose staff, children or visitors to substances hazardous to health should not be carried out.

## **6. COSHH Information**

- 6.1 Safety Data sheets should be obtained where necessary from the supplier or the manufacturing company.

### **6.2 Science**

Relevant COSHH information is available from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) and the Association for Science Education's (ASE) "Topics in Safety" and "Be Safe".

### **6.3 Art/Design & Technology**

- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments
- National Society for Education in Art & Design (NSEAD)  
<https://www.nsead.org>

Relevant Risk Assessments should be incorporated into lesson plans.

## **7. Controls**

- 7.1 Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.
- 7.2 In all cases PPE should only be used where it is not reasonably practicable to adequately control exposure by other means.
- 7.3 If a substance is hazardous by inhalation it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.
- 7.4 Where PPE is identified as necessary for use by staff and pupils it should be ensured it is suitable for the purpose.

7.5 Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

## **8. Maintenance, Examination and Testing**

8.1 Where controls are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre use.

8.2 Advice in respect of the implementation of these safety measures can be obtained from the Bursar.

8.3 All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

## **9. Information, Instruction and Training**

9.1 Information, instruction and training must be given to those who may be exposed, about the risks to health and precautions. Furthermore, information must be provided about the results of monitoring and collective results of any health surveillance that may be necessary.

9.2 It should be noted that the requirements relating to assessments, monitoring records and health surveillance records apply to all hazardous substances.

Further information and guidance can be obtained from the Bursar.

January 2019 GG

August 2020 NB

August 2021 NB