

Beech Lodge School

HEALTH AND SAFETY POLICY

1. Statement of Intent

1.1 The School aims to provide, insofar as is reasonably practicable, a healthy and safe environment at work for all staff, pupils, and other people on the premises; and to provide sufficient information, instruction, training and supervision to ensure that all employees are aware of any environmental hazards together with the necessary measures to be taken to protect against them.

1.2 The School aims to ensure that:

(i) All employees make themselves aware of relevant Health and Safety issues, regulations, practices and school procedures for all areas of school activity, whether on or off the premises.

(ii) Staff and pupils work collectively to secure safe environments and procedures.

(iii) A suitable management structure, the Beech Lodge Organisational Chart, has been created to make sure that arrangements for Health and Safety are monitored so that an effective response can be made to issues and incidents, enabling high standards of safety to be achieved, maintained and improved.

(iv) Training needs are identified and appropriate training is offered.

1.3 All staff have a duty to take reasonable care for the Health and Safety of themselves and of other people who may be affected by their acts and omissions at work.

2. Management Structure

2.1 The Proprietor and Head have overall responsibility for Health and Safety at work. This responsibility is delegated to those shown in 2.2 below to see, so far as is reasonably practicable and within the limits of their authority, that those parts of the school for which they have delegated powers are safe places in which to work. It is their responsibility to report to the Proprietor and/or Head any matters or situations which in their opinion might be, or might lead to, a Health or Safety hazard.

2.2 Level 1 The Proprietor, The Head

 Level 2 Class Teachers/Pastoral Lead

 Level 3 Every member of staff reports to their Line Managers

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3. Allocation of Functions

3.1 Level 1

- Take day-to-day responsibility for Health and Safety matters in the School.
- Liaise on policy issues.
- Ensure that the Health and Safety policy is activated.

Level 2

- Take day-to-day responsibility for Health and Safety matters in the School.
- Draw up class procedures and review annually - including risk assessment.
- Arrange for staff to be informed/trained.
- Check procedures are followed in Classes.
- Take appropriate action on reports from Level 3 within agreed time scale and report problems to Level 1.
- Health and safety matters, are discussed each week at staff meetings.
- Decisions are minuted and held in the office.
- Health and Safety discussions form part of each SLT meeting.

Level 3

- Take day-to-day responsibility for Health and Safety matters in the School.
- Check classroom/work area is safe.
- Check equipment used is safe before use.
- Ensure safe procedures are followed.
- Ensure protective equipment is used.
- Report defects to Level 2.

3.2 Those listed must ensure that:

- All equipment, apparatus and materials used in their areas of responsibility are safe to use and that they are marked where appropriate with warning signs and are used in accordance with the manufacturer's instructions and any other instructions. Where inherently dangerous materials are involved, those listed will ensure that the Level 1's attention is drawn to any shortcoming in the provision made for their storage and use.
- Their Department or sphere of work is adequately equipped with items of protective equipment and clothing necessary both for the use of themselves, others who work with them, and pupils and students, or to draw the Level 1's attention to any shortcoming in the provision.

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3.3 It is the Head's responsibility, after discussing the matter with the relevant staff member or staff as designated in 2.2 above, to decide whether any equipment, apparatus or material is to be withdrawn from use pending any action that might be necessary to render it so far as reasonably practicable safe for use.

4. Specific Arrangements

First Aid

4.1 Responsibility for administering minor first aid is delegated to the Pastoral Lead, Trained First Aiders or Administrator all of whom have attended Paediatric First Aid or First Aid at Work training courses. One member of staff also holds full First Aid Certificates and a fully qualified First Aider should be consulted in more serious circumstances. First aid boxes are kept at designated points around the School. The names of First Aiders are displayed in the classrooms and other key points around the school.

4.2 Details of first aid arrangements are displayed on appropriate notice boards and include details of who is able to render first aid, where first aid equipment is situated and the telephone number for emergency use in summoning a doctor and/or ambulance.

4.3 First aid boxes are equipped with the approved contents and not used to store any other items; they will be checked and replenished as frequently as required, overall responsibility for which rests with the Pastoral Lead.

4.4 Disposable gloves must be worn when blood is involved. Non-prescription medicines may be administered if the School holds parental/guardian permission and deems administration necessary. In extreme circumstances those medicines may also be administered by the School staff without parental permission if it is seen to be in the best interests of the child (a local GP's advice would be sought). Prescription medicines may be administered by the School staff but must be brought to the School Office/ Class Teacher with an accompanying detailed parental letter or a fully completed school Medications Permission Form. All medications must be in their original containers. Medicines administered are recorded on the individual pupil record. Records of pupil's allergies etc. are kept in the office.

Accidents

4.5 It is the duty of all staff to try to anticipate dangerous situations and thereby to prevent accidents.

4.6 Where they do occur, it is the responsibility of the First Aiders to make arrangements appropriate to the severity of the case. If it is too serious for first aid to provide the solution, it will be necessary for the above people to inform the Head/Assistant Head as appropriate and the relevant parents and to decide whether to call an ambulance.

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4.7 All accidents are recorded in the School's Accident Book.

Serious accidents

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), places a statutory duty on employers (and others) to report work-related deaths, major injuries, injuries lasting over seven days, together with work related diseases, and dangerous occurrences (near miss accidents) to the Health and Safety Executive (HSE). A copy of the completed RIDDOR report is kept on file with the Accident book.

Employees and self-employed contractors

RIDDOR specifies that the following work-related accidents to employees or self-employed contractors working on the premises should be reported:

- “Accidents which result in death or major injury must be reported immediately, and
- “Accidents which prevent the injured person from continuing his/her normal work for more than seven days must be reported within fifteen days”

The HSE’s leaflet “Incident–reporting in schools (accidents, diseases and dangerous occurrences),” defines the list of reportable major injuries. It also explains the procedure for reporting an accident. The document is located at <http://www.hse.gov.uk/pubns/edis1.htm>

Pupils and Visitors

RIDDOR requires that accidents to someone who is not at work (ie. pupils and visitors) should be reported to the HSE if:

- “The person is killed or taken to hospital, and
- “The accident arises out of or in connection with the work activity”

The last category is described by the HSE as covering:

- “Work organisation (eg the supervision of a field trip)
- “Plant or substances (eg lifts, machinery, experiments etc)
- “The condition of the premises
- “Curriculum sports activities [that] result in pupils being killed or taken to hospital”

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Playground accidents that do not require a pupil being taken to hospital are only reportable if they result from “the condition of the premises or equipment, [or] inadequate supervision”. The notification process for pupils and visitors is identical to the one for staff.

A telephone service is available for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5.00 pm). All incidents must be reported within 10 days.

All notifiable accidents or serious injuries or death to any child must also be reported to the local Child Protection Agency (The Referral and Assessment Team, Royal Borough of Windsor and Maidenhead. Telephone: 01628 683150 (9.00am – 5.00pm Monday to Friday). Email:

rat@rbwm.gcsx.gov.uk

Emergency Duty Team (out of hours service): Telephone: 01344 786543

Recording of non-reportable accidents to visitors and staff. In these cases accidents are recorded in the accident book which is kept in the Locked First Aid Cabinet on both sites.

4.8 In cases where there is a possibility of the School being legally liable, the Proprietor should be informed.

Infection

4.9 Where there is a requirement for an infection procedure, the School will act with due diligence and follow sensible protocols. The School has a procedure in place to be activated in the event of an emergency epidemic.

In the case of all notifiable illnesses the school will consult the Public Health England <https://www.gov.uk/government/organisations/publichealth-england> and follow any advice given by them. Parents are required to follow the advice given by GPs for all their children's illnesses. Children suffering from Diarrhoea and Vomiting should stay away from school for 48 hours from the last episode.

Fire Precautions

4.10 The School may be subject to periodic inspections by the local Fire Brigade and it is our policy to implement the recommendations from these inspections.

4.11 The School's Fire Risk Assessment is held in the School office and is reviewed annually.

4.12 Fire prevention is part of everyone's duties. In particular, staff must check the rooms/areas for which they are responsible before leaving at night to ensure that nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not

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be left on should be switched off. Equipment that must be left on should be kept clear of combustible material in case of a fault developing when unattended.

4.13 Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

4.14 Sue Wells at Home Farm and Jack Rider at Blossom House are responsible for organising evacuation procedures and for posting notices detailing these. They are responsible for organising a fire practice once each half-term.

4.15 Fire extinguishers of the appropriate type are provided throughout the School. They must always be visible and not obscured in any way. They must not be tampered with or used for any purpose other than fire fighting.

4.16 The whole school has an automatically activated fire alarm system.

4.17 Emergency exits must not be blocked.

4.18 Fire Alarm and emergency lighting; mandatory periodic checks are carried out and recorded by the school. Records of checks are kept in the Admin Room at Home Farm and the Office at Blossom House. All fire alarm maintenance is carried out by Active Security . Emergency lighting maintenance is carried out. The records of maintenance are held in the School office.

Work Equipment

4.19 All work equipment (e.g. machine tools, portable hand and power tools, ladders, computers, heaters, boilers, etc.) provided by the School is selected to ensure that it is suitable for the task and maintained in efficient working order.

4.20 In particular, dangerous parts of machinery will be provided with guards and staff are responsible for ensuring that these are present, serviceable and in position at all times when the machinery is operating.

4.21 Staff should not attempt repairs or to make modifications to machinery other than that with which they are familiar in their normal run of duties. Any defects or malfunctions should be reported by the Line Managers to the Head who will ensure that they are put right.

Electrical Hazards

4.22 Electrical systems and equipment are subject to the Electricity at Work Regulations 1989. To satisfy the requirements of these Regulations, PAT is carried out, currently by Sorbon Estates and the BCA on an annual basis – a report of which is kept by the school. Electrical installation testing takes place five years. Home Farm was only constructed in 2012 and therefore will be scheduled for

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testing in December 2017. The Electrical installation Testing for Blossom House The current certificate is dated October 2016.

4.23 Staff must not bring electrical equipment of their own onto the premises without a valid test certificate.

4.24 Unauthorised alterations should not be made to any electrical installation or piece of equipment and electrical equipment must only be used for the purpose for which it was originally made.

4.25 Particular care must be taken when using such items as soldering irons that the flex is not damaged. Pupils should be warned of the risk and flexes must be frequently inspected by the teachers concerned.

4.26 Electrical wiring should run along walls and not into areas across which people may reasonably move.

4.27 Defective electrical equipment should not be used and should be reported to the Head, who will oversee its removal for mending or disposal.

Substances Hazardous to Health

4.28 It is the policy of the School only to keep and use hazardous substances where non-hazardous substitutes are not capable of producing the required results.

4.29 Hazardous substances are used in the science, art, technology, caretaking, catering, home economics, school cleaning areas, kitchens.

4.30 The Pastoral Lead/Headteacher is responsible for ensuring compliance with: EH 40/2005 Workplace Exposure limits (for use with Control of Substances Hazardous to Health (COSHH) regulations 2002 as amended) second edition published 2011 (G/Health & Safety/EH40-2005)

- Identifying hazardous substances.
- Assessing the risks to health.
- Devising and implementing adequate control measures and communicating. these to the persons involved before use
- risk assessments
- art, CDT, science, cleaning materials cupboard, school maintenance areas, kitchens
- Recording sufficient information to justify the conclusion that the risks to health are adequately controlled.
- Providing suitable storage.

Regulations reviewed January 2012, October 2014.

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Manual Handling

4.31 Manual handling operations are required to some extent in most of the School's activities and it is not reasonably practicable to avoid them. These do not generally involve significant risks and are within the capabilities of all staff. Specific assessments of these operations are not necessary under the Manual Handling Regulations 1992. The measures entailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

4.32 Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Headteacher.

4.33 Staff shall use the trolleys provided to move boxes of books and papers.

4.34 When lifting boxes, parcels, etc. the back must be kept straight and lifting carried out using the leg muscles. Lifting from the waist with the legs straight puts strain on the back muscles and spine and may lead to injury.

4.35 Special care is to be exercised where pupils are involved with the moving of objects. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and adequate precautions are taken to prevent injury.

Work at Height

4.36 Staff should not work at height alone. All ladders on school premises are suitable for staff use and are checked annually. Only A frame ladders are permitted for use. Staff must always be accompanied in the above activities.

Control of Contractors

4.37 The School has a common law duty of care to all visitors to ensure, so far as reasonably practicable, that the premises are safe and that the visitors come to no harm. There are also statutory duties under:

- the Health and Safety at Work, etc Act 1974
- the Management of Health and Safety at Work Regulations 1999
- the Equality Act 2010 and The Equality Act 2010 (Disability) Regulations 2010.

Contractors are those tradespersons and service providers who are not directly employed by the school but are contracted to perform certain tasks on the school premises. Examples include companies who are employed to install or fit computers or telecommunications equipment and installations, or perform maintenance work to boilers, gas supplies or electricity systems.

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Contractors also include companies employed to perform work such as grounds maintenance, tree felling and grass cutting. Construction work, including major refurbishment or extensions, will almost always be carried out by contractors.

In simple contracts, the contractor will be the company that the school contracts with and which carries out the work. In more complex arrangements, the contractor may employ sub-contractors to do some or all of the work for them. Most small-scale contractor work is accomplished reasonably quickly and with few risks. However, larger tasks may well take a period of weeks or even months to complete and, especially in the case of major construction work, may present considerable potential risks. These risks have to be controlled by the contractor and the school working together as a partnership.

The Construction (Design and Management) Regulations 2007: In larger projects, the work of contractors is covered by the Construction (Design and Management) Regulations 2007 (CDM Regulations).

The Control of Asbestos at Work Regulations 2006: The Control of Asbestos at Work Regulations 2006 requires employers to prevent the exposure of employees and others to asbestos. See Appendix 1 below regarding asbestos report.

The methods and procedures are detailed in our Contractors and Visitors policy.

Display Screen Equipment

4.38 The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) apply where staff use display screen equipment for a significant part of their normal work.

4.39 The display screen equipment work carried out by the teaching staff in the School does not meet the criteria given in the guidance to the above regulations for them to be defined as 'users'. Suitable equipment has been provided to ensure the general health and safety of staff when working with display screen equipment but the specific requirements of the Regulations do not apply to teaching staff.

4.40 Staff that meet the criteria given in the guidance to the above regulations are defined as 'users'. The Head is responsible for arranging the following to comply with Regulations (G/Health & Safety/Display Screen equipment):

- Health and Safety training for 'users'.
- Assessment of workstations.
- Planning work to include breaks or changes of activity.
- Eye tests and the provision of special spectacles where these are required for display screen equipment work.

Regulations reviewed Oct 2012, Oct 2013, Oct 2015

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Hygiene

4.41 Pest control inspections are regularly carried out and remedial action taken by external contractors as and when required.

4.42 Soap and paper towels/hand dryers are provided next to all basins/toilets. Children must be prevented from blocking toilets with paper or other material.

Play Areas

4.43 A sufficient number of staff will supervise the play areas at all times when pupils are present.

Physical Education

4.44 It is the policy of the School to follow the advice and guidance from the relevant national governing body for the activities carried out and to allow only suitably qualified staff to be involved.

4.45 In particular the following measures have been implemented:

- Fixed and portable exercise equipment is inspected on an annual basis in order to identify and rectify any faults which could lead to danger.
- Instructions and close supervision of pupils to ensure that the correct procedures are followed.

General Responsibilities

4.46 The Headteacher/Pastoral Lead are responsible for organising:

- The maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces.
- Erecting temporary warning notices on any floors that become slippery from cleaning operations, leaks or spills, etc.
- The maintenance of fixtures and fittings, i.e. replacing light bulbs, tubes and broken door handles, etc.
- Keeping storage areas tidy and ensuring that any flammable liquid is stored in safe areas.
- Keeping the boiler/ server room clean, tidy and free from accumulations of combustible materials and flammable liquids.
- Operating equipment in accordance with the manufacturer's advice and for ensuring the relevant instruction notices are posted.
- Isolating the electricity supply before changing light bulbs or tubes or carrying out any maintenance or repairs on equipment.

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- Wearing appropriate personal protective equipment, e.g. PVC gloves when handling substances.
- Storing all cleaning substances in accordance with the manufacturer's advice and in a locked area at all times when not in use.
- Disposing of any obsolete cleaning materials in accordance with the manufacturer's advice.
- The maintenance required by the Risk Assessment on 'Water Hygiene Management'
- Inspecting the field for potential hazards and securing the boundaries.

Visual Display Units/Personal Computers

4.47 Upper limb disorders are prevalent among VDU users, but can often be avoided by varying work routines. Staff/pupils should not sit at a screen for more than one hour without a break.

Lighting

4.48 The Workplace (Health, Safety and Welfare) Regulations 1992 state that lighting "shall, as far as is reasonably practicable, be by natural light". Windows must therefore not be obscured by notices, posters, furniture, etc. and electric lights should be used only when there is insufficient natural light.

Heating

4.49 The School aims to keep a reasonable temperature in the buildings in accordance with the Regulations mentioned in 4.48 Thermometers are available for checking the temperature.

Mixer Taps

4.50 It is the School's policy to provide mixer taps for the children where possible to ensure that water from taps is at an ambient temperature and to facilitate washing under running water.

Waste Disposal

4.51 General Waste Disposal - The disposal of normal waste will be carried out by RBWM.

Chemical Waste Disposal - Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

Food Waste Disposal - Disposal of Food Waste is carried out by the Contractor along with General Waste.

School Trips/Outings

4.52 Health and Safety aspects are covered in detail in the Staff Handbook. School cars are regularly checked for safety hazards and teachers are responsible for reporting any hazards they might find to the Headteacher.

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4.53 Risk Assessment

Beech Lodge adopts a systematic approach to risk assessment with a view to promoting children's welfare. Particular attention is paid to key areas of risk such as supervision and school trips. In the preparation of the risk assessment considerations are given to when risk assessments should be completed, who is responsible for drawing-up and checking these, recording (including any pro-forma) and training for staff. As regards the risk involved in recruiting staff, the school adheres to its Safe Recruitment Policy.

	Responsibility	Checking	Recording	Training
Day Trips	Teachers	Headteacher	Teachers	Headteacher
Residential Trips	Headteacher in conjunction with Lead teacher	RBWM	Headteacher in conjunction with Lead teacher	RBWM
Classrooms	Teachers	Headteacher	Teachers	Headteacher
School Events	Teachers	Headteacher	Teachers	Headteacher
Kitchens	Pastoral Lead	Headteacher	Pastoral Lead	External
Activities	Teachers	Headteacher	Teachers	Headteacher
COSHH	Pastoral Lead	Headteacher	Pastoral Lead	External

4.54 Health and Safety Emergencies

Critical Incidents The School has anticipated the possibility of a Critical Incident occurring and has devised a Crisis Management Plan, available in the Admin office at Home Farm and office at Blossom House. The Plan covers the constitution of a Crisis Committee, allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the School would take.

4.55 Violence

The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job. In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

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Conclusion

4.56 Health and Safety is a collective responsibility and is not the responsibility of any one individual (subject to the aforementioned delegated responsibilities given in specific cases).

4.57 The Health and Safety policy is reviewed annually and amended as necessary to take account of the findings from monitoring and any new developments in Health and Safety.

The Policy has been prepared in accordance with:

Workplace (Health, Safety and Welfare) Regulations 1992 Management of Health and Safety at Work Regulations 1999 DfE Guidance February 2014 Health and Safety Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies.

Date of Review

November 2017

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