

HEALTH AND SAFETY POLICY ARRANGEMENTS

FOR

Herons' Moor Academy

Detailed below are the arrangements for ensuring that the aims and objectives of the school's Health and Safety Policy are implemented to secure a safe and healthy working environment for all. Additional detailed guidance on arrangements can be sought by contacting Jo Crickson at CLF. However, the following are the school's specific arrangements that have been identified.

Law Poster

The Health and Safety Information for Employees Regulations requires the school to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in the staffroom

1. Accident Reporting, Recording and Investigation

- All accidents must be reported to the Operations Manager.
- All accidents must be recorded in an accident book. The pupils' accident books are located on the KS1 corridor, in the admin office and in LSUPS packs. The staff/ adult accident book is located in the Vice Principal's office.
- The accident forms are held by the Operations Manager.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by the Operations Manager, through Jo Crickson.
- Fatal or major injuries must be reported immediately by telephone to Jo Crickson at CLF and the appropriate paper work completed. When necessary, parents / carers or other persons should be notified of the pupil's accident.
- Details of all accidents are brought to the attention of the school's health and safety committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

2. Asbestos - The Campus site is asbestos free.

3. Contractors and Visitors

All visitors and contractors engaged by the Academy must report to the main office. They will be signed in and be given an identity / visitor's badge and a health and safety leaflet. On leaving the site they will be required to sign out and inform reception of the work / actions that have been carried out and any further work that is required.

The Facilities team, as the main link to contractors with regard to buildings maintenance, ensure that wherever possible, contractors are on site either before or after the school day, or at weekends or during school holidays. Any contractor work that has to be undertaken when children are on site is supervised in line with North Somerset Council, Contractors Working in and for Schools (Children's Safeguarding Guidance). Only North Somerset approved contractors are engaged. These are DBS checked.

In addition, when contractors arrive on site to commence work the school or facilities staff will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
- Any changes to the work activities will be discussed with the headteacher, or school representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- A contractor's performance is monitored during their work and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action will be taken or improved procedures will be put in place. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.
- Specifically, hazardous works e.g. 'hot work' are governed and monitored via a 'Hot Work Permit' between the Facilities team and contractor.

4. **COSHH (Control of Substances Hazardous to Health) -**

Most substances that come under COSHH regulations are dealt with by the Facilities Team. Materials such as cleaning chemicals are dealt with in this way. The Academy occasionally uses materials that come under the COSHH regulations.

- An inventory of all hazardous substances used on site by the Academy is compiled by the Operations Manager and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- The arrangements for the delivery of hazardous substances to the school are managed by the Facilities Team Deliveries of hazardous substances are planned for outside the school academic hours if possible and are temporarily stored in the main reception area (under staff supervision) and then moved to a secure store.
- Any new products that are brought into the school that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage will require a risk assessment to be undertaken.
- Details of products used by the site staff are kept by the Facilities Team. Details are kept in a folder in their office.

- Any decanted substances clearly display the product name, information, dilution rates and safety information.

5. Defect Reporting Procedures

- All staff have a responsibility for their own and other's health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of the Facilities Team via the Facilities maintenance book or the Operations Manager so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate, isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the Operations Manager, so it can be logged, actioned and monitored.

6. Display Screen Equipment (DSE)

- The School has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. "Significant" is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff.
- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment. A check forms part of the annual health and safety inspection.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.

7. E-Safety

- E-Safety is recognised as an essential aspect of strategic leadership in the school and the Principal, with the support of Academy Councillors, aims to embed safe practices into the culture of the school. The Principal ensures that the Policy is implemented and compliance with the Policy monitored.
- Please refer to the E-Safety Policy and Health and Safety Manual for further information and guidance.

8. Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the Facilities Team /Operations Manager, through the hazard reporting procedures. Any faulty fittings (e.g. cracked sockets etc) should be isolated and labelled for repair.
- Regular portable appliance testing is carried out annually by qualified electricians from Mears as part of the compliance contract.
- Staff have been informed that they should not bring electrical items in from home unless they are new.

- The PAT register is kept in the in the Facilities Team office. During the testing, all defective items are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years. This is through Mears as part of the compliance contract.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use extension lead this must be only as a temporary measure. Extension leads should always be fully unwound.

9. Fire and Emergency Procedures

- The Academy follows The Campus Fire Emergency Evacuation Procedures
- The responsible person for the Academy is Dave Beesley (Level 1)
- Fire safety coordinator (Level 2) is the Community Facilities Supervisor or Facilities Assistants in their absence
- The Fire Warden for the Academy is Dave Beesley (Level 3)
Group/Class Wardens (Level 4) are Class Teachers, Teaching Assistants, Administration Staff, LSUPs and other adults employed by the school to run clubs. Level 4 warden training is provided by Facilities Staff at the start of the academic year.
- The primary assembly point is the main playground. (rear playground for Nursery and Reception during COVID pandemic) The secondary assembly point is the small sports field behind the multi-use games area (MUGA)
- Each week the alarm will be tested by the Facilities Team on Sunday to ensure that it is effective. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details are recorded in the fire log book.
- Fire drills are carried out at least three times a year to enable everyone to become familiar with the evacuation procedure. Details are recorded in the fire log book.
- The fire extinguishers and emergency lighting are formally inspected annually by Mears as part of the compliance contract. Monthly checks are undertaken by the Facilities Team. Details are recorded in the fire log book.
- The fire log book is kept in the Facilities Team office. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, firefighting equipment checks etc.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes are to be kept free from obstruction.
- Final exit doors are unlocked whilst there are people in the building.
- The use of display materials or pupil's school work along emergency exit routes is controlled.
- Decorations, display materials or pupil's school work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors on arrival are made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable are known and recorded.

- Should the emergency fire services attend the school in the event of a fire, the Senior Fire Officer must be informed of all relevant information. If there is any person still in the building, location of asbestos containing materials, chemical store rooms, gas and electricity supply. Information regarding this is contained in the “grab bag” which is taken by Facilities team members on evacuation.

The building has a smoke sensor system that activates the alarm system when two sensors are set off. Nevertheless, the following procedures should be followed in case the detection system should fail.

If you discover a fire: -

- Activate the nearest fire alarm call point. On sounding the alarm, the fire brigade will be summoned, if necessary by the headteacher OR
- Go to the nearest telephone and dial 999. State your name, location, nature of emergency, contact telephone number, and any relevant information. Do not hang up until all information has been confirmed.
- All staff, pupils and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- Nominated persons (Fire Wardens) carry out any previously arranged duties, such as sweeping a particular area while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

Action on Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit.
- Proceed to primary assembly point in the main playground.
- Walk quickly – Do not run.
- Keep calm.
- Do not stop to collect any personal belongings.
- Registers will be taken to the assembly points by administration staff and distributed to teachers for roll call
- If the fire brigade has been called there must be clear access to the site by emergency services. The secondary assembly point will be used should there be any danger posed by using the primary location.

Please refer to The Campus Fire Emergency Evacuation Procedure for further advice and guidance

10. First Aid

- The details of the appointed person(s) who holds the nationally recognised qualifications are displayed in the Principal's office. These named persons are qualified to administer first aid to casualties.
- Notices giving details of whereabouts of first aid resources are to be displayed at appropriate sites. The First Aid room is located on the KS1 corridor.
- First aid boxes are located in the following points: Administration Centre, First Aid Room Nursery and Key Stage 1 corridor.
- The health care assistant ensures that there are sufficiently stocked first-aid boxes and ensures that the contents of the first-aid boxes are replenished as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.
- If the first aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
- The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)

Please refer to the First Aid Policy for further advice and guidance

11. Glass and Glazing

- Glazing is inspected as an element of the building and fabric check every six months, by Grahams FM as part of the compliance contract.

12. Infectious Diseases

- The Health Protection Agency poster on guidance on infection control in schools and other childcare setting is located in the Administration Office.

Please refer to the Infectious Disease arrangements and the Health and Safety Manual for further information and guidance.

13. Lone Working

- Please refer to the Health and Safety Manual for further advice and guidance We have a risk assessment in place.

14. Manual Handling

Staff must: -

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must undertake manual handling activities in a safe manner. This will be covered in the expectant mothers' risk assessment.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any unsafe manual handling activities.
- Staff are required to self-assess any unsafe / hazardous manual handling operations.

- Staff must ensure they are physically capable of safely completing a manual handling task.
- A manual handling risk assessment should be carried out and recorded for all handling activities that may pose a risk of injury to school staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.
- When staff are required to handle goods (stock, furniture) that may be hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.

15. Medication

- The Academy has a Medication and First Aid policy in place.

Please refer to the Administration of Medication Policy for further advice and guidance

16. Play Equipment

Gym Equipment

- All staff should check the PE apparatus before use.
- The PE equipment is inspected annually by Sportfix and a record of the inspection is kept in the Facilities Team office.

Outdoor play equipment

- External play equipment will only be used when supervised.
- Such equipment is checked weekly by the Rangers Service for any apparent defects and particularly for contamination by animals
- The outdoor play equipment is inspected annually by ROSPA and a record of the inspection is kept in the Facilities Team office.
- The school has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to pupils and reinforced when appropriate.

17. Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a required control measure.
- The equipment needs to be fit for purpose and appropriate.
- The Vice Principal is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

18. Risk Assessments

- Risk assessments are completed for all activities where there is a **foreseeable** risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located in the staff room.
- Each department should have a copy of the risk assessments relevant to them.
- Staff are involved in the adoption, review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed annually as a minimum.
- A specific risk assessment for expectant mothers will be undertaken.
- All school trips or learning outside the classroom activities will have recorded risk assessments. (See school trips section).
- Every off-site visit taking place after school hours, of a medium/high risk or involving a residential element will be assessed. Risk assessments for residential visits form part of the online approval system (EVOLVE) adopted by the school.

19. Safeguarding

- The Academy Council fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure that there are adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- The school has a Safeguarding Policy that was last reviewed in October 2020
- The Designated Safeguarding Lead (DSL) is Julie Fox.
- Assistant DSLs are Dave Beesley, Donna Harris, Karen Tucker and Angela Donnelly.
- All staff and Academy Council have received safeguarding training.

Please refer to the Safeguarding Policy for further advice and guidance

20. School Trips/off site activities

The school has an Educational Visits Policy, that was last reviewed in May 2019.

The named competent person nominated as Educational Visits Coordinator (EVC) is Dave Beesley

- Activities will be led by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary risk assessments well in advance of the event.
- The school uses the EVOLVE on-line system for school trips. Category C (potentially high risk i.e. adventurous activities or residential trips) will be completed via the EVOLVE system.
- For Category C trips the Principal will 'sign off' the trip. (Reference to the Schools Trip Policy should be made.)

- Pupils will be briefed about the off-site visit, together with expected standards of safe behaviour.
- Staff will be fully briefed about the off-site visit.
- Adequate staff to pupil ratios will be assessed and ensured.
- Parents will receive relevant information about the off-site visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the Inclusion Leader is sought if applicable for individual pupils.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All volunteers and staff will be DBS vetted.

Please refer to the Educational Visits Policy for further advice and guidance

21. Smoking

The school is a non-smoking / vaping site

22. Staff Consultation

The Academy Council, through the Principal, will decide for full and proper consultation with employees on health and safety matters.

There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the proceeding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

23. Wellbeing

- The Academy Council consider workplace stress and wellbeing to be part of the risk assessment process identifying areas of concern for the school e.g. workload, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, Academy Council, in consultation with the Principal, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.

24. Violence to Staff

- The Principal and Academy Council are responsible for assessing the risk of violence to staff.
- Staff must report incidents of violence and aggression to the Principal.
- Staff are asked to keep a record of such episodes.
- Appropriate steps will be taken by the Principal to deal with such situations.
- The school may refer to their legal department for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the school's position and any arrangements for sanctions or exclusions.
- Incidents of violence to staff or threat of violence to staff are dealt with under The Campus Policy for Dealing with Threatening and Abusive Behaviour.

25. Water Hygiene

- A copy of the Legionella risk assessment is located in the in the Facilities office and on C365
- Mears, through the compliance contract, is employed to carry out many of the requirements of water testing under L8 guidance
- Mears carries out monthly flushing and temperature recording.

26. Working at Height

- All users undertake a pre-use visual inspection of equipment
- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate working at height, all reasonable steps should be taken to reduce the risk to as low as possible.
- Staff have access to kick stools, small steps or ladders.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps. They should ensure that their clothing and footwear are appropriate the task in hand.
- Pupils are not permitted to use access equipment.
- Contractors are expected to provide their own equipment and will not be permitted to use the school's equipment.
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27. Pond / rhyne.

- The pond and the rhyne are in an enclosed area.
- The pond and rhyne are fenced and access are restricted.
- Gates to the pond / rhyne will be locked at all times and access gained by authorised persons only.
- Children will only be allowed access to these areas under close adult supervision.
- Warning signs are displayed.
- Children and adults who have worked in/near the pond or rhyne are required to wash their hands afterwards.

28. Workplace Inspections and Premises Risk Assessment

- The Operations Manager/Vice Principal and Academy Councillor undertake three health and safety inspections annually of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The Operations Manager teacher will ensure that hazards associated with premises are monitored and controlled.

29. Health and Safety Committee

- The Campus Health and Safety Committee has an overarching role, being responsible for Health and Safety across the whole site. Representative members of all the constituent parts of The Campus sit on the committee.

The standard agenda items for The Campus Health and Safety committee meetings are: -

1. Any accidents of note since the last meeting, how many accidents in total and identification of any trends.
2. Are there any building works/modifications planned and what are the Health and Safety implications of this project? Has all the necessary paperwork been completed.
 - From the Pre-Qualification questionnaires to the design phase risk assessments; to risk assessments method statements for the job itself and selection of project manager.
 - Is the job notifiable under Construction Design Management Regulations 2007, if so had a CDM Coordinator been appointed etc.
3. Risk assessment progress and review
4. Training needs
5. Inspection findings and required actions.
6. Any relevant compliance issues.

30. Compliance

- The school's compliance arrangements are managed through The Campus by The Campus Manager. A compliance contract has been awarded to Mears. The Facilities Team keep the Vice Principal/Operations Manager advised of any situations that need addressing on an "ad hoc" basis along with feeding back through the Campus Health and Safety committee.

31. Health and Safety Training

- Health and safety training are managed, recorded and assessed by the Principal / Operations Manager. The school recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and Academy Councillors. Recording when staff and Academy Councillors have completed relevant training, assists the school to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.