



LORDSWOOD  
SCHOOL

# Health & Safety Policy

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## Health and Safety Policy Statement

Griffin Schools Trust (GST), as the employer, has a duty under the Health and Safety at Work Act 1974 to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people (e.g. pupils/visitors) GST sees the management of health and safety (H&S) as an integral part of its business. Proper management of health and safety issues are critical to developing a professional culture and maintaining a solid reputation. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities. The purpose of the policy is to explain the GST H&S organisation, and Management's expectations of staff to ensure that all persons comply with their legal H&S responsibilities.

All employees are expected to read the relevant sections of this policy and familiarise themselves with it. A copy of the policy will be held on the school website and is available to all employees.

## Objective

The objective of health and safety are to ensure as far as is reasonably practical:

- Equipment and systems of work are safe and without risk to health
- Safe arrangement for the use, handling, storage and transport of articles and substances
- Sufficient information, instruction, training and supervision to enable all employees to identify hazards, reduce risk and contribute positively to their own and to others safety and health
- A safe and healthy place to work, including safe access to and safe egress from it
- A healthy working environment in line with current legislation identifying, eliminating and controlling risk
- Adequate welfare facilities

## Responsibilities

All school employees, including contractors and sub-contractors, are required to cooperate with the school in implementing the policy and shall ensure that their own work is without risk to themselves and others as far as reasonably practical.

All school employees are required to:

- Know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- Observe standard of dress consistent with safety and/or hygiene
- Exercise good standards of housekeeping and cleanliness
- Know and apply the emergency procedures in respect of fire and first aid
- Use and not wilfully misuses, neglect or interfere with things provided for his/her own safety and/or the safety of others
- Co-operate with other employees in promoting improved safety measures in their school

Health and safety law and 'what you need to know' statements are displayed on the wall at appropriate locations in the school.



The prime purpose of the Health and safety at Work Act 1974 is to reduce accidents and improve health and safety in places of work. It is important for all staff employed in our school to be on the lookout for hazards to health and safety. All staff are expected to familiarise themselves with the health and safety aspect of their work to avoid conduct which would put at risk the health and safety of themselves and other people.

Chief Executive: The Chief Executive has overall responsibility for Health and Safety within the Trust and the implementation of the H&S policy. In particular, she is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored. The Trust takes its responsibilities extremely seriously in this respect and has appointed the Health and Safety Officer to be the organisation's competent Health and Safety adviser.

GST will conduct a thorough examination of its health and safety policies annually to ensure that all plans and guidance detailed within the policies are relevant and comply with the health and safety laws that are relevant to the Trust. The Trust will then ensure that any deficiencies highlighted in the audit are dealt with as speedily as possible.

In addition to carrying out a health and safety audit and risk assessment, the Health and Safety Officer, on behalf of the Trust, will check all portable equipment on a regular basis, including electrical appliances, to ensure that all problems are dealt with immediately and appropriately recorded.

## Day-today management and operation

The Head has overall responsibility for Health and Safety within the school and the implementation of the H&S policy. The Operations Manager is the appointed Health and Safety Office and is responsible for the day-to-day management of health and safety matter in the school.

The Head will ensure that a risk assessment of the premises, methods of work and all school activities are conducted on a regular basis. The assessment will identify defects and deficiencies, together with the necessary remedial action or risk control measures.

The class teacher is responsible for the safety of pupils in classrooms.

Class teachers are expected to:

- Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out
- Give clear instructions and warning as often as necessary
- Follow safe working procedures personally. It is the teacher's duty to see no child who is obviously unfit for taking part in PE or in a game does so. Proper clothing and footwear are essential in all PE lessons and games. In certain circumstances, it may be proper for gymnastics – particularly dancing - to be taken in bare feet. Children should be calm, controlled and quiet during PE
- Supervise and instruct pupils on the use of specialist equipment i.e. knives and other potentially dangerous items.

All visitors, including contractors, must report to the reception office where a signing in system is in operation. Visitors will be provided with a visitor's badge and are informed of our health and safety guidance. The office staff will carry verification checks to confirm the visitor's validity to be on site in the school building. The Head will be responsible for managing health and safety risk of contractors' activities to staff, pupils, visitors etc.

## Accidents Policy

Definitions are:

- **Accident:** An unplanned or undesired event causing injury. Examples could include a fall caused by tripping, a strain caused by lifting or a burn, etc.
- **Near Miss Accident:** An unplanned or undesired event that could have resulted injury of an employee or other person. Examples could be a blocked fire escape, frayed carpet or a slip that did not cause actual injury

All accidents and near misses involving employees must be formally recorded and kept on file in the main office. A full written report on the findings will be filed within the Accident File. The Health and Safety Officer is responsible for recording all incidences on behalf of the Head. Formats for reporting accidents can be found in the Health and Safety Guidance document.

All accidents and near misses must be investigated under the following objectives:

- To determine the sequence of events leading to the accident or near miss, including any actions designed to reduce risk of harm, for example, “wet floor” warnings were in place
- To initiate short term action to eliminate the immediate causes and establish a longer-term program of action to correct and control the underlying human, organisational and/or job factors and hence prevent a recurrence of the same or similar accidents or near misses.

In the event of an accident where an investigation is conducted by an outside body (e.g. Police, HSE), GST will provide full assistance and co-operation.

## Incidents Policy

The definition of an incident is broad and may differ, depending on the nature in which it occurs. However, in general, an incident that should be recorded and investigated will include one or more of the following:

- Serious crime, or violence to an employee or other person
- Any event involving an offensive weapon, i.e. gun, knife or blunt instrument
- Serious threats to an employee or other person
- Emergency admission to hospital
- Building management incidents that lead to a serious disruption of the Trust including fire, flood, power failure, in particular, those that lead to the building being unoccupied

All incidents will be investigated by a line manager appointed by the Head, keeping in mind the following prime objectives:

- To determine the sequence of events that contributed to the incident
- To initiate short term action to tackle the immediate cause of the incident and establish a longer term program of action to correct and control the underlying causal factors to try and prevent a recurrence of the incident
- To ensure that appropriate follow up action is identified to support those involved and identify how and when this will occur

All accidents and incidents will be recorded at school.



## Electricity Policy

It is a legal requirement that all electrical work is carried out by competent persons. All major installation and other testing and repair work on fixed electrical installations and portable/transportable electrical equipment will be carried out by an electrical contractor who is approved by the NICEIC or ECA.

The school will:

- Ensure that the Health and Safety Officer undertakes risk assessments to assess the hazards and risks involved in all activities involving working with electricity.
- Ensure the provision of safe electrical installations and equipment and provide adequate maintenance to ensure their continued safety.
- Provide adequate information, instruction, training and supervision to ensure the safety of all persons involved in working with or near electricity.
- The Health and Safety Officer will ensure that all people employed or contracted to undertake electrical work are competent to do so and where required by regulations, suitably qualified.
- Ensure that all relevant staff (including non-technical staff) are made aware of these electrical safety arrangements.

Employees are responsible for taking reasonable care for the health and safety of themselves and other persons.

## Portable equipment

The regulations state that portable equipment that has been provided to staff members are inspected on a regular basis. All portable appliances are tested annually (PAT tested). Records of all portable equipment test results will be kept with the Site Manager. Equipment identified as faulty will be withdrawn from use immediately. Staff are reminded not to use personal electrical equipment in school unless it has been PAT tested.

The purchase of all electrical equipment must be through reputable companies and be CE marked.

## Gas Safety Policy

The school will comply with the following legal requirements:

- The Gas Safety (Installation and Use) Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- The Health and Safety Officer will ensure that anyone carrying out work on gas appliances or fittings must be competent and registered with the gas safe register (the gas registration in Great Britain, replacing CORGI). Any gas equipment deemed suspect/unsafe will be disconnected and either replaced or repaired by a registered contractor
- Ensure that gas fittings and flues are checked for safety every 12 months. A record of such safety checks must be kept for a minimum of two years.

The school will:

- Ensure that a suitably qualified company undertakes risk assessments to assess the hazards and risks involved in all work involving gas appliances and fittings, whether this work is performed by our own staff or third parties. These will be reviewed by the Health and Safety Officer not less than annually.
- The Site Manager will carry out the visual checks and he/she must receive adequate instruction to equip them with sufficient knowledge to undertake the task. If there are any concerns at all as a result of these inspections, a follow up visit from a gas safe register approved contractor should be immediately arranged and the appliance/fitting taken out of action.

## Fire Policy

The school has a separate fire safety policy and emergency evacuation plan. Fire action and evacuation notices are displayed in all rooms in the school. Fire drills are carried out each term and a record log held.

## First Aid

The school has staff trained in providing first aid. The names of the first aiders are displayed at appropriate locations in the school. Medication will be administered as required by the appropriate members of staff and recorded in the office. Inhalers are kept in the classrooms and recorded in the class file upon use. First aid boxes are located in all areas of the school. Minor accident forms are held in the school office as well as contained within individual first aid boxes, completed to inform parents of a minor incident. More serious accidents must be reported to the school office and the Head and the appropriate paperwork completed. If the patient needs to be taken to hospital, then an ambulance should be called. In cases of emergency call “999”. For cases of a less severe nature then it may be appropriate to transport a member of staff/pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. Whenever possible no casualty should be allowed to travel to hospital unaccompanied, if there is any doubt of their fitness to do so. Relevant forms are completed and sent to the local authority for any child or employee who attends hospital following an incident in school.

The Head, Jayne Lusinski has been appointed to take charge when someone falls ill or is injured, including calling an ambulance. In the absence of the Head this role will be performed by the Operations Manager, Claire Saxton.

Please also ensure we have an up to date contact number and next of kin information in order to contact you should your child become unwell whilst at school (please ensure that we have a current mobile number for primary carer as a text message will be sent if we are unable to contact you). If your child is sent home with vomiting or upset stomach please keep your child at home for at least 24 hours until the symptoms have disappeared.

In light of Covid-19 if any pupil displays symptoms of the virus such as a high temperature or a continuous cough they will be immediately isolated in the Medical room (meeting room). The door is to be closed and the windows opened. The administration team will contact parents to collect the child and advise parents to follow Government guidance regarding testing. PPE is to be worn by the adult supervising the child (gloves, apron, facemask or visor if there is a risk of splashing). A deep clean of the room and or the toilet if used, should be undertaken when the child has been collected. The child to remain self-isolating for at least 14 days or until a negative test result. All other adults and parents of children who have been in contact with the child to be notified and advised to follow Government guidelines for self-isolation and testing.

The Operations Manager holds a current First Aid at work certificate and is responsible in looking after the First Aid equipment (e.g. restocking the First Aid boxes).

The Health and Safety Officer will undertake regular assessments of the significant risks in the school and ensure that adequate and appropriate equipment, facilities and personnel are available to enable First Aid to be given to its employees, pupils and others if they are injured or fall ill at work.

The First Aid boxes are located throughout the school. It is the responsibility of each first aider to restock the first aid boxes and report any missing items. The Health and Safety office is responsible for ordering the first aid stock. Refer to the Health and Safety guidance documents for details of contents.

The First aider will keep Records of all First Aid treatments in the class accident books to allow improved risk management and identification of common accidents/injuries.

## RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, known as RIDDOR, these regulations require employers, the self-employed and people in control of premises to report work-related deaths, major injuries, work-related diseases and dangerous occurrences. Relevant accidents/incidents will be reported by the Head or the Health and Safety Officer in liaison with the Trust as follows:

- To the Incident Contact Centre by telephone on 0845 300 9923
- Online via the HSE's RIDDOR report website: [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)

## Lone Working Policy

The school endeavours to ensure that lone working is avoided as far as is reasonably possible. In the event of lone working, the Health and Safety Officer, in conjunction with the Head, will ensure that:

- Emergency procedures are in place so that members of staff working alone can obtain assistance if required
- A risk assessment is completed by the line manager to ensure the employee is capable of undertaking the work alone
- Persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone.

The person conducting the lone working assessment will:

- Give consideration to the greater risks to expectant mothers and young persons
  - Involve the employee who is working alone in the assessment process and the development of safe working methods
  - Advise the employee undertaking the lone working of the findings of the assessment
- Maintain a file of all lone working assessments.

Employees working alone will:





- Follow the safe working arrangements developed by the organisation for lone working
- Take reasonable steps to ensure their own safety
- Inform their line manager of any incidents or safety concerns.