



Waverley School

Health & Safety Policy

Health and Safety Policy Statement (Code of Practice)

Introduction

This is the Health and Safety Policy Statement for Waverley School, issued in accordance with the Health and Safety at Work Etc Act 1974.

This statement deals with safety associated with the building structure, plant, fixed equipment and services over which the Head Teacher has control. It describes in broad detail how the Head Teacher, in conjunction with the school staff, is to discharge the School's responsibilities under the Act, in respect of pupils, visitors and other persons on the school premises or elsewhere on school organised activities. It further describes the internal organisation, management and discipline of the school necessary to achieve appropriate standards of safety for the benefit of all, including emergency procedures, and must be read and acted upon in this spirit.

The aim of this statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises.

To achieve this aim, the statement contains organisation and directives to:

- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among staff, pupils and visiting contractors.
- Minimise the hazards to health and safety by assessing the risks in connection with the use, handling, storage and transport of articles and substances and acting accordingly.
- Ensure the provision of adequate information, instruction and supervision to enable all persons on the premises, whether visiting or otherwise, to avoid hazards and to contribute positively to their own safety and health at work.
- Formulate and maintain current effective procedures for use in the case of fire, bomb, Broadmoor Hospital escape or other emergency.



- Lay down procedures to be followed in the case of accident.
- Provide and maintain adequate welfare facilities.

Responsibilities and duties

Head Teacher is responsible for the day-to-day implementation of the Act in all its aspects. Whilst he/she may delegate organisation and control of any and all aspects of the legislation to the health and safety co-ordinator, he/she remains primarily responsible for ensuring that all aspects of the Act are observed through the school and its activities. The Head teacher is to ensure that the School Governors are regularly advised of any health or safety matter which gives rise for concern. He/she shall:

- Maintain current this policy statement.
- Be the focal point for day-to-day references on safety, give advice or indicate sources of advice maintaining contact with the relevant outside agencies and act as their correspondent, contract specialist services as necessary.
- Monitor the implementation of the approved health and safety procedures, all hazards of any consequence for which an immediate solution is not possible.
- Arrange for the regular maintenance of the existing Fire Warning Systems and the associated fire doors, fire fighting equipment as well as fire door and exit notices. Make recommendations for the improvement of the fire warning systems and progress approved schemes.
- Implement the testing of portable electrical appliances (PAT testing) on a regular basis and maintain the register.
- Review the application of all peripheral health and safety regulations as they apply to the school.
- Stop any activity or the use of any plant, tool, equipment, machinery, etc which he/she considers to be unsafe, until he is satisfied that safe practice is being observed.
- Arrange for the repair, re-provision or disposal of unsafe equipment at the earliest practical opportunity.

Make, and record in a register, inspections of places of work and working practices on a regular basis. Provided that the inspections are recorded in the register, such inspections may be delegated in whole or in part to a suitable member of staff.

Review, from time to time:



- The provision and maintenance of First Aid, medical and fire equipment in the school.
- Fire and any other safety or emergency action documents issued by the school
- Disseminate safety information.
- Recommend necessary changes or improvements.

Individual Staff

The Health and Safety at Work Etc Act 1974 states that:

‘It shall be the duty of every employee while at work to (a) take reasonable care for the health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and (b) as regards any duty or requirements imposed on his/her employer or any other person by or under any relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with’.

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

It is the duty of every Waverley employee to:

- Familiarise themselves with the contents of the health and safety policy, and any other safety related policies, procedures, instructions or guidance that are related to tasks they perform and the equipment they use.
- Take reasonable care to ensure the health and safety of themselves and others who may be affected by their acts and omissions at work and to act responsibly in regard to possible hazards that may arise.
- Carry out all work and operations in the prescribed manner, paying particular attention to the correct use of equipment and its safe handling.
- Co-operate with the SMT to enable it to meet its statutory obligations and duties with regard to all aspects of health and safety.
- Ensure they do not negligently, intentionally, wilfully or mindfully interfere with or misuse items of equipment provided in the interest of theirs and others health, safety and welfare.



- Co-operate and communicate with the SMT and inform them if they become aware of any matters arising to safety that might be or are being contravened.
- Report without undue delay any accidents, incidents or near misses that they either witness or are party to and which may have led to or may lead to property damage or personal injury.
- Co-operate in the investigation of accidents or incidents with the aim of identifying the true cause of the problem, to enable the SMT to introduce corrective, preventative and protective measures in order to avoid recurrences.

Failure by any member of staff to observe the safety instructions or requirement of this and any other safety related policy will be regarded as a contravention of the commitment to developing and maintaining a positive health and safety culture. Such actions may result in disciplinary action being taken against the individual.

In addition to this, individual staff should;

- Check the safety of the contents of their classroom, or work area, as well as its equipment and discarding anything that could be hazardous to yourself or the children (if it is safe to do so).
- Know and apply emergency procedures in respect of fire and first aid, as long as training has been given and is still valid.
- Observe standards of dress and hygiene consistent with safety and health.
- Exercise good standards of housekeeping, cleanliness and tidiness, particularly by not blocking or obstructing emergency exits or escape routes.
- Ensure that they do not interfere with the proper closing of fire doors or relocate any fire equipment.
- Only use the stepladders provided (which are kept in the corner store) to put up displays, etc. Staff should never climb on furniture to gain extra height.
- Be aware of all of related policies - Accident and Incident.
- Report any health and safety concerns they may have in the book in the staff room.



- Co-operate with other staff and pupils in promoting and improving safety measures within the school and its environments.

Pupils

Pupils are expected to:

- Exercise personal responsibility for their safety and other people's safety.
- Wear clothes and protective equipment appropriate to the safety of their activity and to promote their personal health and hygiene.
- Know and observe the school rules.
- Obey without question the instructions of a member of staff given in an emergency.
- Use, but not wilfully misuse, neglect or interfere with things provided for safety.
- Report, but do not touch, any broken or dangerous equipment to the teacher.

Visitors

All visitors and temporary staff will receive basic information on emergency procedures and must sign in and out of the premises on a daily basis and, if appropriate, to wear a 'Visitor' badge when on the premises. They are to comply with the school's safety rules at all times.

All Staff are responsible for escorting and ensuring the health and safety of any visitors they receive at any time. Staff must also advise their visitors as to the location of welfare facilities, fire exits and how to obtain first aid, if needed.

For the sake of security, if any member of staff sees a stranger in the school, they are expected to challenge them without putting themselves at risk. Any concerns of this nature should be directed to the Senior Management Team.

Training

Waverley School will provide the basic levels of health and safety training that have been identified for all staff and those with specific roles such as fire wardens and first aiders. The following training is deemed mandatory within the organisation.

Fire awareness training for most staff (every three years)

Fire Warden Training for Fire Wardens (every three years)

Moving and handling training (when necessary)



Six hour Paediatric First Aid for most staff (every three years)

Twelve hour Paediatric First Aid (every three years) for Nursery Manager, Pre-Prep Manager, Nursery Deputy Manager Pre-Prep Deputy Manager, After School Manager, Holiday club manager, Playground and Teaching Assistants)

Health & Safety Training (every three years) for Head Teacher, School Caretaker, Nursery and Pre-Prep Manager)

Food Handling (when appropriate) for Nursery and Pre-Prep staff, After school club leader)

Minibus training (every three years) for School caretaker, PE Co-ordinator and other staff)

Safeguarding Children Level1- universal for all staff and designated Governor (every three years)

Designated Teacher Training in Safeguarding children(every two years) for Designated Child Protection Officer and Nursery and Pre-Prep Manager

Safer Recruitment training for Head Teacher, Deputy Head, Governor and Nursery &Pre-Prep Manager(as required)

Records of all H&S training will be held by the CPD Co-ordinator who will monitor regularly. It is the responsibility of the CPD Co-ordinator to provide an update on training compliance for review by the H&S Committee.

Control of Substances Hazardous to Health Regulations 1988 (COSHH)

The Science Subject Leader is to be responsible to the Head Teacher for ensuring that adequate measures are taken to ensure that the requirements of the Control of Substances Hazardous to Health Regulations 1988 (COSHH) and any later amendments to them are met and that the necessary guidance is published to users and appropriate risk assessments are raised and acted upon.

The Head Teacher is to co-ordinate the efforts of the following appointments whose duties are to carry with them responsibility for primary COSHH in his duty in relation to the chemicals and other substances used in their departments:

- Science Subject Leader – for all substances used in Science
- Art and Design Subject Leader – for all substances used in Art
- DT Subject Leader – for all substances used in Design and Technology
- First Aider – for all medical and first aid substances



- Catering Manager – for catering and cleaning substances used by all domestic and catering staff
- Caretaker – for all building, maintenance, decoration, grounds and garden substances

The subject Leaders have a general responsibility for the application of the school's safety policy to their subject area and are directly responsible to the Head Teacher for ensuring that the health and safety measures and procedures in the school's policy are implemented within their own subject area or places of work

In addition, the Subject Leaders shall:

- Where necessary, establish, publish and maintain safe working procedures, including arrangements for ensuring, as far as is reasonably practical, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances potentially hazardous to health (e.g. chemicals, boiling water, cleaning fluid, bleach, guillotines and sharp tools, etc)
- Resolve any health and safety problem which any member of staff may refer to them, referring to the Caretaker any of these problems for which they cannot achieve a satisfactory solution with the resources available to them.
- Carry out regular safety inspections of the activities for which they are responsible and, where necessary, report any problem matters in writing to the Head Teacher.
- Educate, as far as is reasonably practical, other staff and pupils under their control so that they may contribute positively to their own safety and health, by example, supervision and instruction.

Risk Assessments

- It is the policy of Waverley School to be able to demonstrate to its personnel and those of enforcing authorities that it has taken reasonable and practicable steps to identify and where possible eliminate hazards and risks in the workplace. All risks shall therefore be progressively assessed, and where action is required, preventative and protective measures shall be introduced to protect anyone encountering those hazards and risks.
- Waverley School undertakes to manage all identified and foreseeable risks arising out of work and non-work activities within the organisation, in a controlled and effective manner, paying particular attention to specific and delegated legislation that prescribes the need for hazard identification. It will consider the risks faced by employees and other persons who may be affected by its acts and omissions; identify individuals and groups of staff who may be particularly at risk, e.g. new and expectant mothers at work (NEMAW).



- It shall be the responsibility of the Head Teacher to co-ordinate and carry out local risk assessments. All significant hazards and risks shall be recorded.
- Where specific legislation requires risk assessments and in particular in relation to new and expectant mothers, advice will be sought about the general requirements of the specified legislation.

All aspects of health and safety are to be addressed, with particular but not exclusive, attention to fire and means of escape, the use of chemical substances and maintenance working practices with emphasis on those involving climbing, high level work or power tools. Where particular areas have been delegated, such as the COSHH requirements, he is to ensure that timely risk assessments are raised.

All assessments are to be dated and reviewed regularly and where necessary updated. More frequently, review is to be undertaken should a change of working practice or space reorganisation occur. Master copies of all risk assessments are to be retained. The Head Teacher is to maintain the master folder of all school issued health and safety documents.

Fire safety

The Head Teacher is appointed as Fire Safety Officer in relation to the training of staff and pupils in fire safety and means of escape. He /She is responsible for, fire evacuation practice.

At least one practice is to be held each term. All the children, staff and visitors assemble at the designated points, in an orderly fashion, with the registers and visitor book brought by the Office staff, to ensure that everybody can be accounted for. All fire practices and any real incidences of fire are to be recorded in a book, which is kept in the Office. All staff should have fire awareness training at least every three years. There are updated fire evacuation instructions in each classroom.

Fire and Emergency Procedures

- It shall be the responsibility of every employee within Waverley School to locate, read and become conversant with the Fire and Emergency Policy and Procedures at their place of work. They must act in accordance with the written policy, a copy of which is contained in the class rooms and other common rooms in the school..
- Waverley School requires that the location of all staff in and out of the premises is known in order that emergency service personnel are not put at unnecessary risk in the event of a major incident arising.



- The testing of fire and smoke alarms shall take place regularly. Tests shall be recorded in the 'Fire Log Book'. The log book will be periodically inspected. Fire evacuation drills will be held every term, and shall be recorded in the fire log book. Employees must familiarise themselves with the fire policy, procedures, evacuation drills, locations of exits, call points and assembly points at each site where they work. Personnel must fully participate in all evacuation drills unless prior consent has been granted for them to be excluded, where exclusions are not granted and staff fail to participate disciplinary action will be taken against offenders.
- Waverley School acknowledges the importance of training fire wardens and will ensure that all personnel fulfilling this role are suitably appraised of their responsibilities, including how to correctly secure an evacuation of a building and the safe use of fire fighting appliances.
- Waverley School will ensure that there is adequate provision of fire fighting equipment, which will be inspected and tested annually by an external contractor.
- Waverley School premises will be subjected to an annual Fire Risk Assessment which will be carried out by a suitably qualified person or persons. This will be recorded in an official report which shall become an accountable document.

Bomb Alert

Upon being alerted by either a policeman or otherwise, staff will be made aware of the situation and asked to ensure that staff and pupils move away from the outer walls and windows. Nobody has the right to refuse when requested. The Head Teacher will advise if any further action needs to be taken.

Broadmoor Hospital escapee

Broadmoor Hospital tests all their siren tones at 10am on every Monday, followed by the all-clear siren. If the siren goes off at any other time, everybody must stay inside the building and all the outside doors and windows locked. This restriction stays in place until the school has received the all-clear. Children will not be dismissed until their parent or other designated adult can get to the School to collect them. This may not be until after the normal end of School. See procedure for Broadmoor Hospital in each classroom for easy reference.

Health & Safety Committee Safety Committee

The Senior Management team with the addition of the School Caretaker, the Nursery and Pre Prep Manager and a member of staff form the Health & Safety committee, under the Chairmanship of the Head Teacher. The Safety Committee is to convene as frequently as is necessary, but no less than twice per annum. Minutes are taken and circulated, master copies of which are to be held on file.



First Aid

Nominated first aiders or where appropriate, appointed persons will be responsible for the regular inspection and replenishment of first aid boxes. First aid boxes shall contain the minimum prescribed consumables and must be prominently displayed at sites. The names of all first aiders at the school shall be prominently displayed and kept up to date.

Employees should not attempt to administer first aid on themselves or colleagues unless they are suitably qualified to do so. The assistance of a qualified first aider should always be sought. The Health and Safety (First Aid) Regulations 1981 require that the school provide first aid cover for its employees appropriate to the needs of the workplace.

An appropriate accident form needs to be completed for each accident requiring intervention. If the accident comes under RIDDOR (Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 1995), then the appropriate box on the accident form completed and reported. See first aid policy for more detail.

Accident and Incident reporting

Recording

- All accidents and incidents shall be reported in writing and to the appropriate first aider, health and safety committee member and the Head Teacher.
- It is important that all near misses are also recorded and reported. These events should be subjected to the normal risk assessment review process and where preventative and protective measures are identified they should, where reasonable and practicable, be introduced.

Investigation

- In order to learn from accidents, incidents and near misses, Waverley School will ensure a member of the health and safety committee safety carry out investigations into the causes of the events that have arisen and that training is given to do this.
- The aim of any investigation shall be to identify the true cause of an accident, incident or near miss to learn and prevent; any recurrences.
- Make safe any damaged or unfit equipment.
Secure any substances that may cause further harm.

Obtain full details of the circumstances of the incidents to enable a report to be compiled, or to assist the investigation inspector, or provide information for insurance purposes.



Reporting of Untoward Incidents Under RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, state that specified events detailed in the accompanying schedules of the Regulations shall be reported to the HSE within time constraints. Failure of the organisation to abide by the standards set by the HSE could result in a prosecution. In Waverley School it shall be the responsibility of the Head Teacher, to notify the RIDDOR incident centre of any accidents causing either, death or major injury, certain diseases and dangerous occurrences.

For a full explanation of the RIDDOR system, employees should refer to the Accident and Incident Reporting Policy. It is important that the Head Teacher is informed as soon as possible of any accidents or three-days plus absences resulting from an accident at work.

Manual Handling

Moving and handling can be defined as any lifting, lowering, pushing, pulling, carrying or supporting. Risks assessments should be carried out at regular intervals to ensure that

- Regular risk assessment of moving and handling tasks are included in general risk assessments.
- It identifies any manual handling operations where personnel are exposed to risks of injury.
- It identifies and implements any reasonable and practicable means of avoiding those hazardous operations that arise, including preventative and protective measures that ensure the safety of staff and appropriate equipment is provided.
- Where operations cannot be avoided Waverley School will ensure adequate risk assessments are compiled, appropriate staff are adequately trained to avoid the hazards and risks, that suitable equipment and procedures are provided and that tasks are monitored regularly by the Head Teacher.
- All risk assessments are recorded and that they are reviewed regularly.
- Where appropriate, the staff should be provided with moving and handling training to meet their needs.



School Minibus

The minibus needs to be booked with the Caretaker, ensuring that there is enough fuel for the trip. No employee must drive the minibus unless they have attended the minibus training. It is the responsibility of all staff using the minibus to check around the vehicle before and after using it and report any damage to the School Caretaker as promptly as possible. It is also their responsibility to ensure that all litter is picked up in the bus after every trip and that any concern regarding the efficiency of the vehicle must be reported to the School Caretaker.

In the case of an accident, it is essential to inform the school of the details as soon as possible after the incident, firstly making sure that all of the passengers are safe. If the minibus is not driveable, ensure that all the passengers are safely away from the vehicle, in a contained area, and that help is sought.

Machinery and Equipment

The safe use of machinery is imperative, any work equipment owned, leased or rented by Waverley School shall be regularly inspected in conjunction with the Provision and Use of Work Equipment Regulations (PUWER) 1998. A significant requirement of this legislation is that safeguards are adequately in place to protect users and operators, and that where guards are fitted to machinery they shall not be removed unless the machine is closed down, separated from its power source and the task is carried out by a qualified person.

Waverley School will ensure that regular inspections and tests of safeguards and emergency stop devices are carried out in the workplace, that Service Level Agreements (SLAs) and or contracts for the maintenance of safeguards are established.

Only authorised persons shall have access to dangerous machinery.

New, second-hand or hired machinery or equipment will be checked for compliance with PUWER '98 and all such equipments shall be subjected to a full and rigorous risk assessment that must be recorded and retained in the risk assessment file.

Display Screen Equipment

The safe use of Display Screen Equipment is paramount to the occupational safety of users and operators. It is the duty of Waverley School to keep abreast of these recommendations.

- The Office staff shall be advised about how to ensure they are able to use DSE correctly and safely, including working with standard and specific to service software, working routines, the correct sitting position and adjustment of the chair and the optimisation and use of working space.
- In line with the requirements of the Health and Safety (DSE) Regulations (revised 2002) the Head Teacher plans the working activities of users and operators to ensure there is



flexibility and mobility in their work activities so as to prevent the onset of fatigue. It is recommended that there should be a five– ten minute eye and work break away from their DSE in every two hours.

- Office staff should report any DSE working issues, particularly postural discomfort, lighting and eyesight issues through the normal reporting process, as outlined in the DSE Policy. Any such issues shall be addressed without undue delay and corrective action implemented promptly.

Electrical Safety

Waverley School acknowledges the need to properly account for and maintain electrical installations and appliances and will endeavour to achieve its obligation through regular inspections and tests. Waverley School uses fixed electrical wiring and portable appliances, each of these will be treated with equal importance and shall be tested in accordance with established guidance.

Fixed Electrical Wiring

Where the responsibility for testing fixed wiring circuits on premises falls within the remit of Waverley School, testing shall be carried out on a five yearly basis as per the Institute of Electrical Engineering (IEE) Wiring Regulations. Where there are risks of injury to the public or damage to premises where the public have access, annual tests will be carried out by a professionally accredited organisation. Where premises are the responsibility of another landlord, Waverley School will communicate and cooperate with that landlord in respect of any tests of wiring, it shall also be a requirement of Waverley School to obtain copies of test certification.

Portable Electrical Appliances

- The testing of portable electrical appliances shall be carried out by approved and accredited contractors. Only authorised and electrically competent persons may fit plugs or connectors or carry out any repairs to portable appliances or items of electrical equipment.
- Personally owned electrical equipment such as radios, heaters, kettles and toasters are not permitted to be used on any premises unless this is explicitly authorised by the Head Teacher. All equipment that is authorised to be used will be subjected to the arrangements for safety testing and inspection as proscribed by a member of the Health and Safety Committee.
- All portable electrical equipment is to be inspected and tested by contractors at a frequency appropriate to the degree of risk that appliance carries. Testing and inspection will be arranged by the Facilities Manager and complete record of all tests and an



inventory of appliances at each site is to be maintained in the Property and Facilities Department and copied to the manager at each site.

- The safe use and laying of cables, whether for power, telephones or computers must always be considered in all workplaces and trailing cables must be avoided at all costs.

New and Expectant Mothers at Work

There are specific duties placed on employers and employees concerning the identification and assessment of New and Expectant Mothers at Work. It is the duty of the Health and Safety Committee to keep abreast of these recommendations.

Smoking

Whilst on school premises, there is a no smoking policy in place. Staff wishing to smoke must do so away from the school buildings and car park and out of sight of the parents and children.

Communicable diseases

A list of communicable diseases and their incubation period can be found in the school Office. If a member of staff has a concern, they should liaise with the Head Teacher.

Violence, Aggression, Harassment and Racism

Violence, aggression, harassment and racism can occur in the working environment, and they are not acceptable. Basic information is given below.

Waverley School will not tolerate violence in any form against its staff or perpetrated by them. Where it is occasioned against a member of staff Waverley School Governors will be informed and will generally recommend that legal proceedings be pursued against the offender. Where the offender is an employee Waverley School will commence disciplinary proceedings in line with its written Disciplinary Policy.

Persons who are affected by violence at work will be given support by the management and if appropriate offered professional assistance.

- Violence can have a major effect on the performance of an individual and the organisation, it shall therefore be the responsibility of all individuals whether subjected to violence or witnessing it to report it using the Accident and Incident reporting process without undue delay.
- Aggression does not have to be through physical contact, it could be in the form of threats, either face to face, over the telephone or via post and Emails.



- Racial attacks can be verbal, physical, targeted and general, none of them is acceptable and they should never be considered as part and parcel of the territory of the job.
- Harassment can be physical and verbal, sexual or non-specific, carried out by colleagues, parents or unidentified persons. As with violence and aggression, Waverley School will not tolerate harassment of its staff and shall take all steps within its power to eradicate it.
- If you or a colleague is experience any of these problems, you must report it using the Accident and Incident Reporting process without undue delay.

Waverley School will commence proceedings against persons perpetrating acts of racism, harassment or aggression against its employees and any employees involved in such distasteful activities.