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Windrush Valley School

Policy Documents Annual Review Record

Citation	<p>This document shall be cited as: Health & Safety Policy</p> <p><u>and incorporating the following policies:</u></p> <p>Safeguarding Policy First Aid and Emergency Treatment Policy Managing Medical Conditions Policy Fire Risk Prevention Policy COSHH Policy Water Hygiene Management Policy Education Visits Policy Contractors Policy Covi-19 policies</p>
Person responsible	Headteacher
Comments to	Headteacher
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Person reviewing/updating	Amanda Douglas
Source/author	Alan Wood
Implementation	Immediate and on-going
Governor's Review	

The Governors are satisfied with this policy and its implementation in the school.



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HEALTH AND SAFETY POLICY

1 Health and Safety Statement and Objectives

1.1 Health and Safety Statement

Under the provisions of the **Health and Safety at Work, etc. Act 1974** (s.3(1)), the Proprietors of Windrush Valley School (hereinafter called 'the school') note that:

- It is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in their employment are not exposed to risks to their health and safety
- They have responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.
- The prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

1.2 Objectives

Accordingly, the objectives of this policy is to ensure the provision of a safe and healthy working and learning environment for staff, all pupils including those in EYFS and visitors.

The arrangements outlined in this statement and the various other safety provisions made by the Proprietors cannot prevent accidents or ensure safe and healthy working conditions. Only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. Whilst the school will take all reasonable steps to identify and reduce hazards to a minimum, all staff, pupils and visitors must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2 Employers Responsibilities

2.1 General Responsibilities

In the discharge of its duty the school will:

- make itself familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of Health**

and Safety at Work Regulations 1992 (SI 1996 No 2051) and 1999 and Health and Safety Responsibilities and Duties for Schools (2018)

- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- identify and evaluate all risks relating to:
 - accidents
 - health
 - school-sponsored activities
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others

In particular the school undertakes to provide:

- A safe place for staff and pupils to work including safe means of entry and exit
- Plant, equipment and systems of work which are safe
- Safe arrangements for the handling, storage and transport of articles and substances
- Safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory
- Advice and guidance for staff and pupils on how to remain safe and healthy whilst in school. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Proprietors will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- Adequate welfare facilities

All staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, receive comprehensive information on:

- This policy
- All other relevant health and safety matters
- The instruction and training that will be given to all employees, on induction and annually thereafter, so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2.2 Employer's Responsibilities

The Headteacher has responsibility for the development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this.

The Headteacher delegates the day-to-day maintenance of these systems to the School Business Manager (SBM).

The Headteacher/SBM takes all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headteacher/SBM:

- Is aware of the basic requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices relevant to the work of the school
- Ensures the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- Ensures safe working conditions for staff, pupils and others using the school premises and facilities
- Ensures safe working practices and procedures throughout the school so that each task is carried out to the required standards and that all risks are controlled
- Consults with members of staff on health and safety issues
- Arranges systems of risk assessment to allow the prompt identification of potential hazards
- Carries out periodic reviews and safety audits on the implementation of the Health and Safety Policy and procedures
- Engages a competent contractor to carry out an external Health and Safety Audit once every three years
- Ensures members of staff receive adequate and appropriate training and instruction in health and safety matters within the financial resources available
- Encourages staff, pupils and others to promote health and safety
- Ensures that any defects which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- Encourages all employees to suggest ways and means of reducing risks
- Collates accident and incident information and, when necessary, carries out accident and incident investigations
- Monitors the standard of health and safety throughout the school and disciplines those who consistently fail to consider their own well-being or the health and safety of others
- Monitors first aid and welfare provision

2.2.1 Health and Safety Training

New staff are given Health and Safety Training within 2 weeks of starting at Windrush Valley School. This is recorded on a Health and Safety Induction Checklist.

Refresher training is given to all staff at least annually or as changes to systems and processes occur.

2.2.2 Risk Assessments

The school conducts a regular risk assessment of the methods of work and all school-sponsored activities. Individual risk assessment reports for all areas of the school's operation are available on the School's MIS - Engage. Staff must read such reports in conjunction with this policy. Risk Assessments are reviewed annually and when there are any changes to existing processes and procedures.

The school conducts an annual survey of the premises; any defects and deficiencies identified by this survey are remedied without delay.

2.2.3 Fire Risk Assessments

The school engages a competent contractor to conduct a full fire risk assessment of the school once every three years. A Fire Risk Review is conducted every year during the intermediary years. Weekly inspections are carried out of fire activation call points, emergency lighting, emergency exit signs and doors in accordance with the Fire Risk Policy. Fire detection and fire-fighting systems are checked at least annually by a competent contractor. Details are recorded in the Fire Prevention Folder. Any defects and deficiencies identified by these inspections are remedied without delay.

2.2.4 Water Hygiene Management

A Water Hygiene Risk Assessment is carried out once per year and water hygiene checks are regularly undertaken, in accordance with the Water Hygiene Management Policy, to ensure that the water systems and services are adequately maintained. Any defects and deficiencies identified by these inspections are remedied without delay.

2.2.5 Use of Hazardous Substances

The school conducts a risk assessment of all hazardous chemicals held on site, in accordance with the COSHH Policy to ensure that significant risks have been identified and suitable and sufficient controls are in place to protect the health, safety and welfare of those who may be affected by activities at the school. Any defects and deficiencies identified by these inspections are remedied without delay.

There is no known asbestos in the school.

2.2.6 Smoking

Smoking is not permitted in the school

2.2.7 School Security / Visitors

A risk assessment has been conducted of the security arrangements in school. Visitors to the school must report on arrival to the school office where they will be required to sign in and receive and wear a visitor's badge. Visitors must return their badge before leaving and sign out of the visitor's book.

2.2.8 Emergency Plans

The Headteacher will prepare a Critical Incident Plan to cover foreseeable major incidents. This plan will indicate the process to be followed in the event of a major incident so that everything possible is done to:

- ❖ save life
- ❖ prevent injury
- ❖ minimise loss.

This sequence will determine the priorities of the Critical Incident Plan. This plan is rehearsed by staff and pupils and the result of all such rehearsals form part of the regular risk assessment survey.

2.2.9 Accidents, Incidents and First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents and form part of the arrangements for all school based and out-of-school (including off site) activities. Details of the arrangements for provision of first aid and reporting of accidents and incidents is given in the First Aid and Emergency Treatment Policy. The administration of medicine is detailed in the Managing Medical Conditions Policy.

2.2.10 Electrical Safety

The school engages a competent contractor to carry out a five-year fixed wiring test and annual electrical safety testing on all portable appliances. A risk assessment has been conducted on the use of fixed and portable electrical appliances. Any equipment found to be defective is isolated from the source of supply and secured so that it cannot be used until it has been repaired. Records of inspections and tests are retained in the Premises Folder.

2.2.11 Manual Handling

Personnel are not to lift, drag, push or carry heavy or awkward loads wherever practicable. Where this is not possible, a risk assessment has been carried out identifying the control measures to undertake the tasks safely.

2.2.12 Working at Height

Personnel are not to undertake any activities at height unless training has been undertaken and risk assessments carried out.

2.2.13 Work Related Stress

The school treats occupational stress in the same way as ill-health due to physical hazards in the workplace. A risk assessment has been undertaken to establish the health risks to personnel and the headteacher carries out a daily pastoral walk to check the welfare of colleagues. Where issues are identified, the headteacher will take steps to reduce stress and promote work-life balance.

2.2.14 Off Site Visits

The school and its staff have a duty of care to avoid acts or omissions likely to cause foreseeable injury. Health and safety risk associated with off-site visits are risk assessed and planned prior to each visit in accordance with the Educational Visits Policy.

2.2.15 Mini Bus Safety

Only those persons authorised and in possession of the appropriate licence and insurance cover are to drive vehicles on school business. Driver documents are checked annually. The minibus is correctly licenced, has valid road tax, is adequately insured, is regularly inspected by the garage and has a valid MOT certificate. A safety inspection of the minibus is conducted prior to each trip. Details of the inspection and maintenance are recorded in the Minibus Folder.

3 Employees Responsibilities

All staff must be familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice, which are relevant to the school. They must:

- ❖ Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- ❖ Co-operate with the school in ensuring it complies with all relevant legislation and good practice.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff must:

- Be familiar with the safety policy and any and all safety regulations.
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by colleagues, visitors and pupils.
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- Routinely report any defects in the premises, plant, equipment and facilities which they observe.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

4 Governors Responsibilities

The governors of Windrush Valley School have a responsibility to ensure that the school's health and safety related policies are up to date and are being adhered to.

5 Hirers, Contractors and Others

The school is not available for hire by persons outside the employ of the school.

The principal person in charge of activities not under the immediate direction of the Headteacher, including organisers of school-sponsored activities outside of normal school hours and not on usual school premises (including premises not in England), has responsibility for safe practices as indicated elsewhere in this document.

The Headteacher will ensure that contractors and others conduct themselves in such a way as to carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times, particularly in relation to the Safeguarding of children (KCSIE).

All contractors, prior to the commencement of work in the school, provide copies of their own individual or company's Health and Safety policy and insurance in accordance with the Contractor Management Policy.

6 Staff Consultative Arrangements

From time-to-time the school will include items on health and safety in existing staff meeting agenda and minutes.

7 Covid-19

The safety and wellbeing of staff, pupils, visitors and contractors during this Covid-19 pandemic is of paramount importance. WVS has conducted a Covid-19 Risk Assessment which is regularly monitored and updated as required. The school has also developed the Covid-19 Return to School Policy, Absence and Self Isolation Policy and Isolation Policy in order to address and manage the risks associated with COVID-19.

8 Review

This policy statement is reviewed annually to ensure the continued health, safety and welfare of staff, visitors and pupils.

Amanda Douglas
Headteacher
October 2020