



**Red Hall Health and Safety Policy**

**Health and Safety Policy**

**Red Hall Primary School**

**Approved by:** Full Governing Body      **Date:** June 2020

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**Signature of Chair of  
Governors:**

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## Red Hall Primary School; Health and Safety Policy

### 1. AIMS

The Schools' Governing Board along with the Schools' Senior Management Team recognise and accept their legal responsibilities for Health and Safety within the School. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

- Ensure compliance with all relevant Health and Safety Legislation applicable to us is competently managed
- To provide suitable Information, instruction, training and supervision.
- The premises and grounds are maintained in a safe condition
- There is safe access and egress to all parts of the school premises.
- Plant and equipment is safe to use
- Safe systems of work are defined, implemented and managed
- Offsite visits are conducted in a safe manner and risks are identified and controlled.
- The handling and use of substances and articles is safe at all times and procedures exist for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that health and safety is given a high profile within the School, the Governing Board will within its allocated resources from the devolved capital, set aside adequate finances for this policy to be complied with, and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the Governing Board in their implementation of this policy and other safety initiatives for the School.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

### 2. LEGISLATION

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees



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- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

### **3. RESPONSIBILITIES FOR THE ROLES AND PROCEDURES**

#### **The Local Authority Board**

Dudley LA has ultimate responsibility for health and safety matters in the School, but delegates responsibility for the strategic management of such matters to the School's Governing Board.

The Governing Board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

#### **Role of the Governing Board**

The School Governing Board has responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors. The Council, as the Local Authority (LA), may take action where a Governing Board does not discharge this duty appropriately under the scheme of delegation.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.



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- To assist the Headteacher, Business Manager and Site Manager to produce and implement an effective Health and Safety Policy including organisational arrangements and procedural documents for work activities.
- To regularly review the health and safety arrangements within the School to ensure that the organisational structures are effective and meet the needs of the School.
- To agree with the Headteacher a policy for financing health and safety matters which come within the responsibility of the School, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
- To receive through the Headteacher or School staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the School to ensure all school staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.
- To establish as a matter of good practice committee's that deal with health and safety matters e.g. Site and Premises Committee, fire risk committee or similar designated committee.
- To receive minutes of the Committee's and to confirm or recommend the appropriate action necessary.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the School.

### **Role of the Headteacher**

The Headteacher has the following responsibilities:

- To establish and implement a suitable Health and Safety Policy within the School, the policy is to include the organisational arrangements necessary to make the policy within the School effective.
- To be responsible to the Governing Board for securing the full implementation of the Schools' Health and Safety Policy.
- To establish and regularly review risk assessments (Generic, Specific and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the School.
- To regularly review the schools Health and Safety Policy and the supporting organisational arrangements and practices.
- To ensure that arrangements are made for informing the Governing Board and staff about the health and safety policy and that they have access to it.
- To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.



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- To ensure all staff comply with the requirements of the Health and Safety Policy and supporting rules/procedures.
- To encourage and support the School staff in carrying out their Health and Safety responsibilities and duties.
- To ensure there is a designated member of staff (which may be the Headteacher) to undertake specific duties on health and safety and to act as "Safety Co-ordinator" between the School, the Council, the Safety Officer's, the enforcing authorities and service providers.
- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- To encourage and support the health and safety training for School staff and pupils.
- To encourage and support the work of any school Health and Safety Committee and its individual members.
- To receive minutes of the Health and Safety Committee and to confirm, or recommend, the appropriate necessary action to be taken.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the School.
- To prepare health and safety reports of a technical or financial nature as required.
- To receive health and safety reports prepared by school staff and to act upon them as appropriate.
- To receive health and safety and maintenance reports from the authorities' safety officers, the Health and Safety Executive (HSE) inspectors, the West Midlands Fire Service, The Environmental Health Officers and service providers, bringing the problems and recommendations to the attention of the School staff and the Governing Board.
- To draw up a schedule of items or activities for which the school is responsible, laying down safe working procedures, where this is required by relevant legislation.
- To draw up a programme of work in conjunction with the Governing Board to implement health and safety requirements where the responsibility lies with the school in accordance with the scheme of delegation.
- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the control of contractor and visitor procedure.
- To consult with the Council regarding the implementation of health and safety requirements where the responsibility lies outside the School.
- To consult with the councils Safety Officer or Fire Risk Assessor prior to making changes to the layout of the School or undertaking activities which could affect general or fire safety.
- To establish and implement an effective accident reporting procedure within the School in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and guidelines supplied by the council and monitor the processing of online accident and incident forms in accordance with the online accident/incident reporting procedure.
- To establish and implement an effective first aid procedure within the School in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfES.



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- To maintain an effective Fire Evacuation Procedure and conduct regular fire drills to test the effectiveness of the procedures.
- To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- To agree safety procedures for special events, ensuring the event is risk assessed and details of the event plan are forwarded to the Corporate Safety Team for review at the Safety Advisory Group (SAG) such events could involve fire work displays, the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.
- To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Safety Officer immediately of any actions taken.

**Role of the School Management Team** (Deputy Headteacher, Business Manager, Site Manager, Senior Leadership)

In addition to the general duties of staff, supervisory staff will be directly responsible to the Headteacher or a member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the School's Health and Safety Policy within their relevant departments and areas of responsibility.

In particular, they will ensure for their areas of responsibility that:

- Safe methods of work exist and they are implemented.
- Staff, pupils and others under their area of responsibility are instructed in safe working practices.
- Health and Safety rules and procedures are applied effectively and complied with.
- Risk assessments are conducted for all leisure, work and experimental activities and information on the risk assessments is disseminated to relevant persons.
- Safety inspections are regularly made and reports are provided to senior managers on the findings so that resources can be allocated to correct deficiencies.
- Guarding fitted to all plant and equipment is adequate for the task and regularly inspected.
- Signs are displayed advising of authorised use only for plant and equipment and that unauthorised use is prevented at all times.
- Appropriate facilities in the form of personal protective equipment and fire/ first aid facilities are available at all times.
- Hazardous, flammable and highly flammable substances are stored correctly.
- All accidents and incidents that occur within their area of control are reported in a timely manner in line with the Schools' reporting procedure.
- All incidents of violence including verbal, physical, racial, sexual abuse that occur within their area of control are reported in a timely manner in line with the schools reporting procedure.
- Any health and safety concerns are reported to the Headteacher or their Deputy Headteacher immediately identified.



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### School Health and Safety Co-ordinator

The Head teacher may delegate these responsibilities to the Health and Safety Co-ordinator in part or in full:

- To assist the Headteacher to plan, implement and assess the Health and Safety Policy and organisational arrangements and regularly review the system of risk assessments as required by the relevant regulations.
- To assist the Headteacher to regularly review the schools Health and Safety Policy and organisational arrangements.
- To ensure that members of staff are aware of and have access to the schools Health and Safety Policy.
- To inform new or temporary staff of their Health and Safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties.
- To liaise with the Headteacher and, where appropriate seek further advice on:
  - The implications of safety legislation, codes of practice and approved safe working procedures.
  - The health and safety aspects, affecting the design and layout of new and reorganised working areas.
  - The health and safety aspects of new plant, equipment and personal protective clothing.
- To assist management with the preparation of departmental safe working procedures and safety rules.
- To carry out periodic inspections of the School site, reporting to the Headteacher and other Managers who have responsibilities for actioning health and safety reports.
- To liaise, where appropriate, with the Councils' Safety Officers, the Health and Safety Executive Inspectors, West Midlands Fire Service Fire Prevention Officers and Environmental Health Officers.
- To identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a record of staff attendance/certification.
- To support the investigation of accidents, dangerous occurrences and near misses occurring on the School premises and reporting the findings to the Headteacher as appropriate.
- To regularly monitor:
  - The first aid procedure within the School, including the availability of first aid equipment and trained staff.
  - The fire evacuation procedure within the School and arrange for regular fire drills to test the effectiveness of the procedure.
  - Compliance with the control of substances hazardous to health Regulations 2002 (COSHH)





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- To attend, as appropriate, the Committee of the Governing Board dealing with health and safety and to prepare agenda items and safety reports.
- To receive health and safety reports prepared by the School staff and to act upon them as appropriate.
- To support the Headteacher to follow up and progress the actions of reports received from Council Safety Officers, Health and Safety Executive Inspectors, West Midlands Fire Service Officers, Environmental Health Officers and other service providers.
- To advise Headteachers or Senior Leadership to STOP IMMEDIATELY any work process, plant or equipment (including contractors operations) where it is considered there is a serious breach of Health and Safety legislation, or where a hazard has been created likely to affect the safety of staff, pupils or visitors to the School.

### Role of Class Teachers

Class teachers are responsible to:

- Exercise effective supervision of their pupils
- Understand the fire evacuation procedures for the school and assembly points to evacuate to.
- Understand the first aid and accident and incident reporting procedures and to comply with them.
- Follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g. CLEAPS.
- Personally follow safe working procedures and ensure pupils follow good examples of safe working.
- Ensure the use of protective equipment and guarding as required.
- Report to the Headteacher or Senior Leadership any safety issues or omissions identified so that they can be rectified.
- Only work with equipment supplied by the School.
- Ensure all accidents incidents and near misses are reported through the normal channels.

### Employees (including temporary and voluntary)

All employees of the School have a duty to carry out their work with due regard for the health and safety of themselves, other employees, pupils and the general public and to observe health and safety requirements relevant to their activities.

Employees will:

- Co-operate with the Headteacher and Senior Leadership, so as to enable them to carry out their statutory duties and responsibilities effectively.
- Report to the Headteacher or Senior Leadership hazards and near miss incidents, which could result in injury.
- Report to the Headteacher and Senior Leadership all accidents, however minor, from which an injury is sustained or plant or equipment damaged.



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- Report to the Headteacher and Senior Leadership all incidents of violence including verbal, physical, racial, sexual abuse.
- Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the Headteacher and Senior Leadership.
- Undertake their duties in accordance with their training, instruction and Schools policy.
- Use all machinery, equipment, dangerous substances and safety devices provided in accordance with training and instruction received.
- Attend all training courses and briefing sessions required by the Headteacher and Senior Leadership and Schools' policy.

### **Role of Appointed Health and Safety Officer**

The Health and Safety Officer is responsible for providing advice and support to schools/academies on all aspects relating to health and safety.

Their main brief is to:

- Facilitate the implementation of Local Authorities Policy within the School.
- Develop a policy where no Local Authority Policy exists due to the nature of their activities
- Implement the Schools' procedures to comply with the Local Authorities Policy
- Advise all School staff on health and safety issues
- Inspect premises/sites
- Develop health and safety training courses and delivery
- Monitor/audit and review health and safety progress across the School
- Liaise with Enforcement Agencies
- Should the need arise due to risks to life in serious injury to stop the activity/close the premise – reporting back to the Headteacher or Senior Leadership as soon as practicable
- Investigation of serious accidents/incidents
- Preparing an annual health and safety report

### **Role of School Health and Safety Representatives**

The Governing Board and Headteacher recognise the role of the safety representative and we will support this role by encouraging safety representatives to investigate accidents and potential hazards where it is safe to do so, pursue employee complaints and be involved in School safety inspections.

### **Functions of safety representatives**

- To represent the employees in consultation with the employer
- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he represents)
- To examine the causes of accidents at the workplace



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- To investigate complaints by any employee he represents relating to that employee's health, safety or welfare at work
- To make representations to the employer on matters relating to health and safety arising from the above points
- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace
- To carry out workplace inspections
- To represent the employees he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority
- To receive information from HSE inspectors
- To attend meetings of safety committees where he attends in his capacity as a safety representative in connection with any of the above functions;

### Role of Pupils

All pupils will be responsible for:

- Complying with School rules and procedures and any instructions given in an emergency situation
- Taking reasonable care of themselves and others
- Co-operating with School staff
- Using equipment and substances in the manner in which they are instructed
- Making full use of personal protective equipment provided for them to use when it is required
- Observe standards of dress consistent with safety and hygiene requirements
- Not to misuse anything provided for the purpose of safety or fire requirements
- Report to their teacher/Head teacher anything they believe to be harmful or dangerous

## 4. General Arrangements

To ensure a continued safety culture and provide control against risks from activities undertaken by the School the procedures and arrangements should be developed and guidance is available in the subject pages within the H&S Traded services website.

### 4.1 Curriculum

We teach the pupils about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the geography curriculum, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.



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We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship. Each class has the opportunity to discuss problems or issues of concern with their teacher.

Teachers use SMSC time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

### **4.2 Site security**

Headteacher and Site Manager are responsible for the security of the School site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Headteacher, Site Manager, Business Manager and Cougar are key holders and will respond to an emergency.

### **4.3 Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately



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- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are the Early Years, KS1 and KS2 playgrounds.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Headteacher or health and safety appointed officer will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The School will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

### 4.4 COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by John Thorne and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label.

All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products will be stored securely in locked locations.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.



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### **4.5 Gas safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

### **4.6 Legionella**

A water risk assessment has been completed on 11th June 2020 by HSL. HSL are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

This risk assessment will be reviewed every quarter and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: temperature checks and heating of water.

### **4.7 Asbestos**

Staff are briefed on the hazards of asbestos, the location of any asbestos in the School and the action to take if they suspect they have disturbed it

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

A record is kept of the location of asbestos that has been found on the School site

### **4.8 Equipment**

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **Electrical equipment**



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All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to Headteacher or Health and Safety Officer immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary a portable appliance test (PAT) will be carried out by a competent person.

All isolators switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

### **4.9 PE equipment**

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Headteacher/ Health and Safety Officer/ Site Manager.

### **4.10 Display screen equipment**

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

### **4.11 Lone working**

Lone working may include:



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- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

### **4.12 Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

### **4.13 Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The School will ensure that proper mechanical aids and lifting equipment are available in School, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help





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- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

### 4.14 Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them (via Evolve)
- All off-site visits are appropriately staffed
- Staff will take a School mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on schools trips and visits

### 4.15 Lettings

This policy applies to lettings. Those who hire any aspect of the School site or any facilities will be made aware of the content of the School's Health and Safety Policy, and will have responsibility for complying with it.

### 4.16 Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Headteacher / Deputy Headteacher / School Business Manager immediately. This applies to violence from pupils, visitors or other staff.

### 4.17 Smoking

Smoking is not permitted anywhere on the School premises.

### 4.18 Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### 4.19 Handwashing



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Wash hands with liquid soap and warm water, and dry with paper towels, regularly for 20 seconds.

Always wash hands after using the toilet, before eating or handling food, and after handling animals.

Cover all cuts and abrasions with waterproof dressings.

### **4.20 Coughing and sneezing**

Cover mouth and nose with a tissue, disposing the tissue into a lidded bin.

Wash hands after using or disposing of tissues.

Spitting is not permitted.

### **4.21 Personal protective equipment**

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).

Wear eye protection if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

### **4.22 Cleaning of the environment**

Clean the environment, including toys and equipment, frequently and thoroughly

### **4.23 Cleaning of blood and body fluid spillages**

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

### **4.24 Laundry**



## Red Hall Primary School; Health and Safety Policy

Wash laundry in a separate dedicated facility

Wash soiled linen separately and at the hottest wash the fabric will tolerate

Wear personal protective clothing when handling soiled linen

Bag children's soiled clothing to be sent home, never rinse by hand

### **4.25 Clinical waste**

Always segregate domestic and clinical waste, in accordance with local policy

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **4.26 Animals**

Wash hands before and after handling any animals

Keep animals' living quarters clean and away from food areas

Dispose of animal waste regularly, and keep litter boxes away from pupils

Supervise pupils when playing with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### **4.27 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **4.28 Exclusion periods for infectious diseases**



## **Red Hall Primary School; Health and Safety Policy**

The School will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

### **4.29 New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the School that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

### **4.30 Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the School for responding to individual concerns and monitoring staff workloads.

We offer staff mindfulness and wellbeing training via online links. Please liaise with the deputy headteacher for further details.

### **4.31 Accident reporting**

### **4.32 Accident record book**

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.



#### 4.33 Reporting to the Health and Safety Executive

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
  - Where an accident leads to someone being taken to hospital
  - Where something happens that does not result in an injury, but could have done
  - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

#### 4.34 Notifying parents

The class teacher or teaching assistant will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

#### 4.35 Reporting child protection agencies



## **Red Hall Primary School; Health and Safety Policy**

The Headteacher will notify the relevant agency such as MASH, Childrens Social Care, Early Help, Police, Emergency Duty Team etc of any serious accident or injury to, or the death of a pupil while in the school's care.

### **4.36 Reporting to Ofsted**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of a pupil while in the School's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### **4.37 Training**

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

### **4.38 Monitoring**

This policy will be reviewed by the Headteacher and management team every 2 years.

At every review, the policy will be approved by the Headteacher and Governing Board.


### **4.39 Links with other policies**

This Health and Safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Intimate care policy
- Infection Control Procedures



### Premises Fire Safety Inspection Checklist

<b>Address and details of premises inspected</b>	<b>Red Hall Primary School Zoar Street Lower Gornal Dudley DY3 2PA</b>
<b>Inspection carried out by</b>	<b>Hena Patel</b>
<b>Date</b>	<b>11.06.2020</b>
<b>Signature</b>	

## Completion guidance

The standard inspection checklist contains sections on the common fire safety management areas that need to be effectively managed to reduce the risk of fire, injury and loss to an acceptable level. It may not however cover all of the known hazards and risks in your particular workplace and as such it is **vitaly important that any additional areas identified by the fire risk assessment for the premises being inspected are included and adequately checked.**

Advice on any additional inspection areas identified by the fire risk assessment, and any assistance or guidance required to complete this inspection, should be obtained from the Corporate Health and Safety Team.

## From Dudley MBC's Corporate Fire Safety Policy;

*Directorates will ensure that a premises fire safety inspection is undertaken by a competent person for each of their premises at least annually. Premises fire safety inspections will be carried out more frequently where the findings of the fire risk assessment demonstrate that this will be required to ensure fire safety is effectively managed.*

*[This document] ... will be used as the basis for inspection however directorates will ensure that any additional specific fire safety matters identified in a premises fire risk assessment are included in the inspection.*

To be considered competent to complete the following inspection a person must be able to demonstrate a suitable level of;

- understanding of how fire starts and spreads,
- knowledge of the requirements of fire protection measures (e.g. fire extinguishers, fire doors, etc),
- knowledge of what activities are undertaken within the premises and the working patterns,
- experience of undertaking fire safety inspections,
- authority, either directly or via the support of an appropriately senior manager, to ensure that measures to address any identified shortcomings are complied with.

Sufficient knowledge and understanding for high fire risk premises would likely be held by a person with an entry level fire safety qualification (such as the NEBOSH fire safety certificate or a Diploma in Occupational Health and Safety) or better. Those who do not hold an entry level fire safety qualification undertaking inspections in moderate or low fire risk premises would be expected, as a minimum, to have successfully completed the Council's online Fire Warden training course.

Any person required to complete a fire safety inspection who does not yet meet the competence requirement must be assisted by a competent person.

**NB.** Each of the following questions has 3 possible outcomes, Yes, No and N/A (Not Applicable). Questions demanding a Yes or No answer have the N/A option blacked out. Any response falling in a grey box is a non-conformance that **MUST** be addressed within a corrective action plan.



**SECTION 1 FLAMMABLE SUBSTANCES, COMBUSTIBLE MATERIALS AND FIRE SPREAD**

	Inspection point	Yes	No	N/A	Details
1	Have there been any significant changes that may affect fire compartmentation or other preventative measures since the last fire safety inspection?		X		If 'yes' you <b>MUST</b> contact Corporate Health and Safety unless a member of the team has already reviewed the changes
2	Have there been any significant changes to the type, amount or storage of flammable substances or combustible materials since the last fire safety inspection?		X		If 'yes' you <b>MUST</b> contact Corporate Health and Safety unless a member of the team has already reviewed the changes
3	Is the system for controlling the amounts of flammable substances, liquids and gases suitable and active?	X			
4	Do flammable liquids or gases stores have adequate ventilation and are the areas secure?	X			
5	Have inspections of stores of dangerous substances been undertaken every week since the last fire safety inspection?	X			
6	Are quantities of combustible material, e.g. paper, cardboard, etc stored or in use in the workplace reduced as far as is reasonably practicable?	X			
7	Is rubbish and combustible waste stored in appropriate locations and are quantities as low as is reasonably practicable?	X			
8	Are walls and ceilings free from large expanses of combustible display materials / linings?	X			
9	Is all upholstery and soft furnishings in good condition and does it meet fire retardance requirements?	X			

10	Are extraction ducts free from grease and other flammable debris build up?	X		
11	Are oil / gas isolation points clear and correctly labelled?	X		

## SECTION 2 SOURCES OF IGNITION

	Inspection point	Yes	No	N/A	Details
12	Have any significant sources of ignition been introduced or removed since the last fire safety inspection?	X			If yes you <b>MUST</b> contact Corporate Health and Safety unless a member of the team has already reviewed the changes
13	Are work activities involving processes such as welding, flame cutting, grinding or anything else that generates heat or sparks properly controlled? (refer to policy requirements for hot work).	X			
14	Are arrangements to control smoking, particularly around combustible materials / substances, suitable and are they effective?	X			
15	Are measures to reduce the risk of arson suitable and effective?	X			
16	Are electrical appliance inspections taking place in line with corporate policy?	X			
17	Have extension leads been reduced to a practicable minimum and where wind-up leads are used are they fully unwound?	X			

18	Have multiple plug-in type adaptors been eliminated wherever practicable?	X		
19	Are electrical cables run in safe places where they will not be damaged?	X		
20	Are portable heaters and other heat generating equipment located at a safe distance from combustible materials or hazardous substances?	X		

### SECTION 3 PERSONS AT RISK

	Inspection point	Yes	No	N/A	Details
21	Have there been any significant changes to the number or type of persons at risk since the last fire safety inspection?	X			if 'yes' you <b>MUST</b> contact Corporate Health and Safety unless a member of the team has already reviewed the changes
22	Are there suitable and effective emergency arrangements for occupants who may not be aware of the danger caused by fire (e.g. children, members of the public, etc)?	X			
23	Where sleeping accommodation is present are the evacuation arrangements adequate and known by all staff?			X	
24	Where people require assistance to evacuate e.g. those with disabilities, are arrangements adequate and known by all staff?	X			
25	Are evacuation arrangements for visitors and contractors, etc who may be unfamiliar with escape routes adequate and known by all?	X			

**SECTION 4 MEANS OF ESCAPE**

	Inspection point	Yes	No	N/A	Details
26	Have there been any significant changes to escape routes or final emergency exits since the last fire safety inspection?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		If yes, you <b>MUST</b> contact Corporate Health and Safety unless a member of the team has already reviewed the changes
27	Do all final emergency exits, with regard to numbers and location, lead to an appropriate place of safety?	<input checked="" type="checkbox"/>			
28	Have checks ensuring means of escape are maintained been conducted every month since the last fire safety inspection?	<input checked="" type="checkbox"/>			
29	Are all escape routes, fire doors, fire exits and all fire equipment clearly signed with signs that comply with the Safety Signs and Signals Regulations, 1996?	<input checked="" type="checkbox"/>			
30	Are appropriate up to date Fire Action Notices clearly displayed in suitable prominent positions throughout the premises?	<input checked="" type="checkbox"/>			
31	Are escape routes adequately lit in the event of a power failure?	<input checked="" type="checkbox"/>			

### SECTION 5 FIRE FIGHTING EQUIPMENT

	Inspection point	Yes	No	N/A	Details
32	Has any firefighting equipment been removed from the premises since the last fire safety inspection?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		if 'yes' you <b>MUST</b> contact Corporate Health and Safety unless a member of the team has already reviewed the changes
33	Have fire fighting equipment checks been carried out at monthly intervals since the last fire safety inspection?	<input checked="" type="checkbox"/>			
34	Is all fire fighting equipment clearly visible or have its location clearly marked with suitable signs?	<input checked="" type="checkbox"/>			
35	Has fire fighting equipment been inspected by a competent person in the last 12 months?	<input checked="" type="checkbox"/>			

### SECTION 6 FIRE ALARM SYSTEMS

	Inspection point	Yes	No	N/A	Details
36	Have there been any significant changes to the fire alarm system since the last fire safety inspection?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		if 'yes' you <b>MUST</b> contact Corporate Health and Safety unless a member of the team has already reviewed the changes
37	Is the activated fire alarm clearly identifiable throughout the entire premises for all persons likely to be present (consider those with impaired hearing, background noise, etc)?	<input checked="" type="checkbox"/>			
38	Has the fire alarm system been tested on a weekly basis since the last fire safety inspection?	<input checked="" type="checkbox"/>			

39	Have all fire alarm system checks and maintenance requirements been completed as scheduled since the last fire safety inspection (refer to corporate policy)?	X		
40	Are all fire alarm call points clearly visible and unobstructed?	X		

### SECTION 7 STAFF TRAINING

	Inspection point	Yes	No	N/A	Details
41	Have all employees received training and information in evacuation procedures and fire prevention as required by corporate policy?	X			
42	Are all staff who have specific duties during an evacuation aware of these duties and able to carry them out?	X			
43	Is there a system to ensure all visitors are actively made aware of the fire evacuation procedures and is it effective?	X			
44	Have all planned evacuation drills been undertaken since the last fire safety inspection and is the planned number suitable to ensure all persons normally present at the premises will be involved in a drill in the coming 12 months?	X			

**SECTION 8 GENERAL**

	Inspection point	Yes	No	N/A	Details
45	Does the fire safety management plan meet the requirements of corporate policy and is it up to date?	X			
46	Where others share the premises is there clear communication and cooperation to ensure all groups are aware of relevant fire hazards, risks and emergency procedures?	X			
47	Where the Council do not have direct control over the premises is there clear communication and cooperation with the owner/landlord to ensure all relevant fire hazards, risks and emergency procedures are known?	X			
48	Have all monthly fire safety inspections been completed since the last fire safety inspection? (See Fire Log Book)		X		

**Additional comments**



