BISHOP VESEY'S GRAMMAR SCHOOL
Health & Safety Policy

Staff covered by this procedure:	Whole school policy
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1. Statement of Policy

1.1 The Governing Body and Headteacher recognise and accept that every one of its employees, students and visitors to the school are entitled to a safe and healthy environment.

1.2 It is the intention of the Governing Body of the School that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.

1.3 The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the school community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.

1.4 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The School's Health and Safety Policy can only be successfully implemented with the full cooperation of everyone concerned.

1.5 This policy is written in accordance with the most recent Health and Safety Legislation and the Prevent Duty Guidance of 2016.

2.0 Responsibilities of the Governing Body

2.1 In discharging its responsibilities the governing body will:

- make itself familiar with the requirements of the appropriate legislation and codes of practice
- ensure the school has a Health & Safety Committee responsible for identifying and reporting issues
- create and monitor a management structure for Health & Safety comprising of the Headteacher and Finance Director & School Business Manager who have overall day to day responsibility for health & safety
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School and, that it is implemented
- assess the effectiveness of the policy bi-annually or as appropriate if issues arise and ensure that any necessary changes are made
- Identify and evaluate risks relating to possible accidents and incidents connected with school sponsored activities, including work experience
- Ensure adequate resources are made available for carrying out this policy.

2.2 In particular, the Governing Body undertakes to provide as far as is reasonably practicable:

- a safe place for all users of the site to work, including safe means of entry and exit
- plant, equipment and systems of work that are safe

- safe arrangements for the handling, storage and transportation of articles and substances
- safe and healthy working conditions that take account of appropriate statutory requirements, codes of practice and guidance
- supervision, training and instruction so that all staff and students can perform their Academy related activities in a healthy and safe manner
- provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

3.0 Responsibilities of the Headteacher

3.1 In discharging his responsibilities the Headteacher will:

- delegate responsibility for the day to day development, training and implementation of safe working practices and conditions for all staff, students and visitors to the Finance Director & School Business Manager.
- take all reasonably practicable steps to ensure that the Health and Safety policy is implemented
- be a primary contact for meeting and escorting emergency services on site.

4.0 Responsibilities of the Finance Director & School Business Manager

4.1 The school's Finance Director & School Business Manager will:

- be responsible for the day to day implementation of the Health & Safety Policy
- be the designated contact with the Health & Safety Executive
- be a primary contact for meeting and escorting emergency services on site
- be responsible for the day to day development and implementation of safe working practices and conditions for all staff, students and visitors
- ensure that staff are competent in their roles and receive appropriate training on material and equipment in their areas as detailed in this policy.
- ensure access to Occupational Health provision as necessary

5.0 Responsibilities of Site Staff

5.1 All site staff will make themselves familiar with the requirements of the health & safety legislation and codes of practice that are relevant to the work of their area of responsibility.

5.2 Site Staff will also be a primary contact for meeting and escorting emergency services on site.

5.3 The School has a Facilities Officer who takes a lead role with regard to Health and Safety at the school, specifically with regard to the development of working practices and methodology which impact positively to ensure a safe school.

5.4 In addition to the general duties that all members of site staff have they will be directly responsible to the Designated Person (Finance Director and School Business Manager) for the appropriate implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.

5.5 Site staff will take a direct interest in the School's Health and Safety Policy and in ensuring that staff, students and others comply with its requirements.

6.0 Responsibilities of all Members of Staff

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

6.2 In particular, members of staff will:

- be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body (Training days, time off where appropriate for training, access to appropriate documentation, guidelines and risk assessments)
- ensure that staff, students, visitors and contractors are applying the Health and Safety regulations, rules, routines and procedures effectively.
- see that all plant, machinery and equipment in their areas are in good and safe working order and are adequately guarded, report any concerns accordingly to the Line Manager/Health & Safety representative/Finance Director & School Business Manager as appropriate and not make or allow improper use of such plant, machinery and equipment
- use the correct equipment and tools for the job and any protective equipment or safety devices that should be supplied
- those staff who have responsibility for toxic, hazardous and highly flammable substances will ensure that they are correctly used, stored, labelled and disposed of appropriately according to regulations and report to their Line Manager/Health & Safety representative/Finance Director & School Business Manager as appropriate, other staff should report any concerns they have regarding these substances
- report any defects in the premises, plant, equipment and facilities that they observe to the Line Manager/Health & Safety Representative/Finance Director & School Business Manager or Headteacher as appropriate.

7.0 Health & Safety Committee

7.1 The school will have a Health and Safety Committee which will monitor Health and Safety issues within the School. The School Health & Safety representatives will be meaningfully consulted on any aspect of health & safety and where applicable, any reports generated by

them will be taken account of by the Committee. The School will grant time off for Health & Safety representatives to carry out this role in accordance with legislation.

7.2 The Health and Safety Committee will report termly to the Finance Estates and People Committee and provide an annual summary to the Full Board meeting in December each year.

7.3 A Governor will participate in a learning walk with a school Health and Safety Representative once per year or more often if requested by the School or the Governing Body.

8.0 Health & Safety Arrangements

8.1 Fire Safety

8.1.1 A full fire risk assessment will be completed every 6 months and be formally reviewed and approved by both the Headteacher and the Finance Director and School Business Manager.

8.1.2 Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.

8.1.3 The School's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/emergency evacuation.

8.1.4 Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

8.1.5 All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested annually by a qualified technician.

8.2 Staff and Student Illness and Injury whilst in School

8.2.1 Staff must refer to the staff handbook with regard to dealing with illness and injury. The Main School Office must be the first point of contact in case of injury or Illness to students or injuries to staff. Staff illness must be reported to the Schools Data & MIS Manager.

8.3 Reporting Accidents

8.3.1 All accidents to staff, students and visitors must be reported, in writing, using the School's accident report form. The completed form should be given to the Headteacher with a copy to the Finance Director and School Business Manager who will report all accidents retrospectively to the Health and Safety Committee. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Finance Director and School Business Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

8.4 Equipment

8.4.1 Protective clothing /gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.

8.4.2 The following equipment must be checked annually by approved inspectors or occasionally by an appropriately trained member of staff:

- fume cupboards
- all electrical appliances
- workshop equipment, eg. Lathes, Saws & Cutters, and kilns
- fixed gymnasium equipment
- lift equipment
- electric gates

8.4.3 When new equipment is purchased, it is the responsibility of the departmental manager, with the assistance of the Facilities Officer, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

8.4.4 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to Control of Substances Hazardous to Health (COSHH) and the ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department and by the Facilities Officer. When new equipment is purchased it should meet appropriate education standards and be installed and operated to conform with health & safety requirements and any training on appropriate use will be given to relevant staff.

8.5 Housekeeping

8.5.1 The Senior Caretaker and Finance Director & School Business Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas. The Senior Caretaker will monitor the efficiency of the waste collection services.

8.5.2 Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.,) clinical waste and normal refuse.

8.6 Educational Visits

8.6.1 Educational trips and visits must be organised in accordance with the School's Educational Visits Policy.

8.7 Minibuses

8.7.1 Users of minibuses must be aware of and observe the following requirements:

- The driver must have a current licence and not have six or more penalty points on their driving licence, be aged 25 years or over and hold a full licence in Group 'A' or PSV

- Drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence where the transport of students is involved; drivers are required to have undertaken a driver's assessment programme and received the resulting accreditation
- seat belts are to be worn by all passengers and the driver at all times
- only one person per seat is to be carried
- the driver at the time when an offence was committed is responsible for the payment of fines for driving offences incurred.
- a log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the School's reception.

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8.8 Visitors to the School site including Contractors

8.8.1 All visitors to the School will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the School. All visitors must sign out at the end of their visit when they leave the site.

8.8.2 No contractor may undertake work on the School site without permission from the Senior Caretaker other than in an emergency, eg. Fire, flooding or to make safe following theft/vandalism. Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the School.

8.8.3 Hirers of the School premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.

8.8.4 Whilst on site, all visitors and contractors must wear a school visitor's badge.

8.8.5 Cleaning contractors and catering contractor employees must wear an identifiable uniform or an identity badge at all times.

8.8.6 Temporary teaching staff on cover duties will be required to indicate their presence in the school by reporting to reception and receiving a visitors' badge.

8.8.7 If a member of staff meets someone on site who they do not recognise and is not wearing a visitors' badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the school reception or off the site, as appropriate.

8.8.8 If an intruder or visitor is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

8.9 Lone Working

8.9.1 All staff must familiarise themselves with the Lone Working Policy and ensure where appropriate that a risk assessment is carried out before working alone. Risk Assessments can

be supported by the Finance Director & School Business Manager and the School's Facilities Officer.

8.10 Security

8.10.1 All staff should be conscious of the security of people and property.

8.10.2 In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept closed at all other times.

8.10.3 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and legitimate visitors and contractors.

8.11 Critical Incidents

As part of its commitment for the well-being of staff, students and visitors, the Academy has set out a procedure which is to be adopted in the event of a critical incident occurring either on the school premises or on an activity away from the school site. The school also has a lockdown procedure that can be seen in **Appendix 1.**

8.12 Infection Control

8.12.1 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.

8.12.2 Handwashing

Wash hands with liquid soap and warm water for at least 20 seconds, and dry with paper towels

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

Cover all cuts and abrasions with waterproof dressings

8.12.3 Coughing, sneezing and use of chewing gum

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is strictly not allowed

No chewing gum is allowed on site, if brought on site it should be disposed via a waste bin.

8.12.4 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

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

8.12.5 Cleaning of the environment

Clean the environment frequently and thoroughly

8.12.6 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

8.12.7 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

8.13 **Pandemics**

8.13.1 We follow national guidance published by Public Health England and the Department for Education when responding to national pandemics. Full dynamic risk assessments will be in place for any continued operation of the school during a pandemic.

8.14 Stress

8.14.1 The Governing Body is committed to protecting the health, safety and welfare of all employees. It is recognised that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

8.14.2 The Wellbeing Policy will apply to everyone in the School. Managers are responsible for implementation of the policy and the school is responsible for providing the necessary resources

8.15 Healthy Eating

8.15.1 It is the policy of the School to encourage students to adopt eating habits that are conducive to a healthy lifestyle as this is central to the School ethos. The School works with the catering contractor in providing menu options that support and achieve these aims.

APPENDIX 1

LOCK DOWN PROCEDURES

RATIONALE

As part of our Health and Safety procedures the school has introduced Lockdown Procedures. On very rare occasions it may be necessary to seal off the school, so it is not accessible from the outside. This will ensure that pupils, staff and visitors are safe in extreme situations where there is a hazard in the school grounds or outside the school, in the near vicinity. A lockdown would be implemented when there are serious risks to the school community, for example:

- An intruder on the school site (with the potential to pose a serious risk to staff and pupils)
- A reported incident/civil disturbance/terror alert in the local community (with the potential to pose a significant risk to the safety of staff and pupils in the school)
- A warning being received regarding an environmental risk locally (serious air pollution, smoke plume, gas cloud etc.)
- A major fire in the immediate vicinity of the school
- The close proximity of a dangerous dog/other animal roaming loose

NOTIFICATION OF LOCKDOWN

The school will be notified if lockdown procedures are to take place by activation of the lesson change bell on a continuous basis. The relevant authorities will then be called by a designated member of staff.

During a lockdown direct communication will staff be limited, due to the lack of telephones in individual classrooms. Communication will have to be through the following methods:

- The Impero Messaging Service, whereby instruction/updates can be immediately sent to any laptop and desktop alike throughout the site.
- Where staff have access to an internal e-mail system then they could access their account and await further instruction. Staff will need to be familiar with accessing their account through a variety of means e.g. laptop, tablet or smartphone.

PROCEDURES:

1. A lockdown will trigger the process of students being taken/contained in a safe place, and the locking of the school's offices, internal connecting doors and all outside doors where it is deemed safe to do so.
2. Students and staff are to remain in the room they are in, the staff must ensure the windows and doors are closed/locked where deemed safe, screened where possible and that students are positioned away from sightlines from external windows/doors where possible.

3. Students and/or staff not in any classes must proceed to the nearest occupied classroom and remain with that class and class teacher e.g. persons using toilets when 'lockdown' is called.
4. If a class is in either Big School or Old Big School, both students and staff are to remain there; again staff will need to secure the doors/windows.
5. Students who are located in the Hive, Hub or Common Room must remain in those rooms until a member of staff gives the all clear.
6. If a lockdown is triggered during either morning break or lunchtime, those staff and students who are in the dining hall must remain in the dining hall. The external doors must be immediately locked, and all persons are to move as far away from the windows as they can.

   Students who are outside must be brought inside as quickly and safely as possible. They should be told to go to the nearest available room, ideally one with a member of staff in if possible. Normal lockdown procedures can then proceed.
7. As soon as the lockdown is instigated, staff must conduct a register and notify the office immediately by email of any pupils not accounted for.
8. Students and Staff are to remain in lockdown until informed by key staff e.g. SLT members, Site Staff, Office Staff or member of the Emergency Services in person, and/or the Impero Messaging Service, that it is safe to move and where to go.

STAFF ROLES:

1. Site staff members are to lock all external doors and entrances, only if it is safe to do so.
2. All non-class based staff are to ensure that their offices/work areas are locked and/or secured, only if it is safe to do so.
3. Teachers in classrooms are to close and lock their classroom door(s) and windows, only if it is safe to do so.
4. If the fire alarm proper is activated then a normal evacuation must take place immediately, with an assembly at the normal designated Muster Point.

COMMUNICATION WITH PARENTS

1. If necessary parents will be notified of a lockdown as soon as it is practical to do so via the school's established communication network.
2. Pupils will not be released to parents or transport during a lockdown.
3. Parents will be asked not to call school as this may tie up emergency lines
4. Depending on the type and severity of the incident, parents and transport may be asked NOT to collect children from school.
5. If the end of the day is extended due to the lockdown, parents will be notified, and will receive information about the time and place pupils can be picked up, either from school staff or the emergency services.
6. Parents will be informed as soon as possible following any serious incident, as to the reasons for the lockdown being instigated.

LOCKDOWN DRILLS

Lockdown drill should take place once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. Staff and students will be carefully instructed as to when such a drill would take place.