

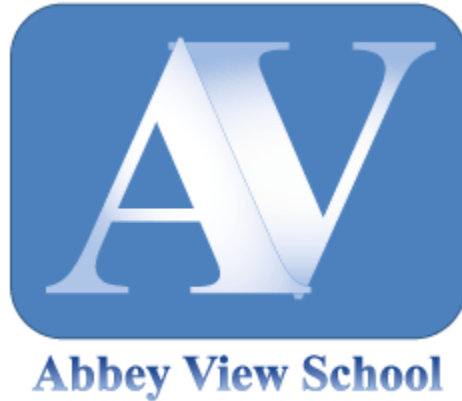


Policy: Health and Safety

Date approved: 12th March 2018

Approved by: Full Governing Body

Date to be reviewed by: 12th March 2021



Abbey View School Health and Safety Policy

Policy Statement

Abbey View School believes that the prevention of accidents, injuries, occupational ill health or loss is essential to the efficient organisation of the school. As such it will take all the steps reasonably practical to meet its responsibility for providing a safe and healthy work environment for staff, students, contractors and visitors.

This policy covers staff, students, visitors and other users of the premises. It aims to show how the Governors and Principal discharge their duties under the Health and Safety at Work etc Act 1974

The SLT of the school and the Governing Body are committed to ensuring the health and safety of everybody involved in the school. We aim to

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants on school trips
- Establish and maintain safe working procedures for staff and students
- Provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness by appropriate training if necessary, amongst staff, students and others
- Formulate and implement effective procedures for use in the event of fire and other emergencies
- Investigate accidents and take steps to prevent a re-occurrence

The purpose of this policy is to provide all stakeholders with the necessary guidance to ensure Abbey View School continues to be a safe and healthy learning and work environment.

All staff have a personal responsibility to ensure their own health and safety at work and the health and safety of others around them.

The Governors

- Will nominate a governor with responsibility for health and safety.
- Receive an annual report on the school's health and safety performance (Written by the Principal).
- Ensure the schools Health and Safety policy is implemented reviewed and updated when required.

The Principal

The Principal has responsibility for the day-to-day management, maintenance and development of the assessment of risks and safe working practices for all stakeholders. The Principal will ensure that

- The Health and Safety Policy is reviewed and updated
- All staff are aware of this policy, the risk assessment process and safe working practices.
- Regular safety inspections of the premises and equipment are made.
- Accident and incident information is collated and when required further investigations to be undertaken.
- Appropriate First Aid facilities, trained staff, protective clothing and equipment and fire appliances are provided and readily available.
- Appropriate arrangements are made to evacuate the school in an emergency and that regular fire drills are held.

The Assistant Principal responsible for Health and Safety

Will ensure:

- Prompt identification of potential hazards, followed by risk assessments, are made and when necessary positive corrective action taken
- Safe methods of working exist and are implemented within the school.
- Hazardous and highly flammable substances are correctly stored and labelled and exposure is minimised.

All Staff

All staff are expected to familiarise themselves with the health and safety aspect of their work. All staff have a responsibility to:

- Take reasonable care for their own health and safety and that of any other persons who may be affected by their actions or omissions.
- Follow agreed working practices and procedures.
- Report any accidents or incidents.
- Ensure health and safety equipment is used appropriately.

- Instruct students, as appropriate in safe working practices and the risks associated of the particular task from the outset.
- Supervise students whilst they are away from school on external visits.
- Check that classrooms, equipment and communal areas are safe and properly maintained both before and after use.

The day to day checking of the school bus is the responsibility of the school bus driver

Organisational Arrangements

Procedures

It is essential that unnecessary risk is avoided and that reasonable measures are taken to prevent and minimise any risk.

Risk Assessment

The school will adopt a standard form of risk assessment which all staff will be made aware of. The risk assessments will be in relation to

- Premises (buildings etc)
- Processes (how work is carried out e.g. school trips, cooking, the handling of sharp implements etc)
- People (specific risks for specific groups of people e.g. pregnant women, vulnerable people)
- Products (e.g. substances)

Generic risk assessments will be used and staff will be expected to undertake dynamic risk assessments on each occasion, making judgements as required. Where a generic risk assessment is found to have shortcomings or not reduce risks to a reasonable practicable level, the generic risk assessment must be reviewed.

The risk assessment system used can be found in **Appendix 1**

First Aid

Staff who are trained in first aid will:

- Take charge of any incident and summon medical assistance if necessary.
- Assist casualties when requested.
- Keep a record of advice or treatment given.
- Ensure First Aid boxes are correctly stocked at all times.

Accidents and First Aid

- All accidents must be reported to the Principal and the Office Manager.

- Minor cuts, bumps and grazes may be treated by a First Aider or by another member of staff in their absence.
- First Aid boxes are located in the medical room, the kitchen and on the school bus.
- If there is any doubt about the extent of an injury medical assistance will be summoned and parents/carers informed.
- The First Aider or member of staff involved should complete the accident book and ensure the incident is communicated to the students' parents/carers at the earliest possible moment.

Electrical Equipment

- All portable electrical equipment will be checked annually by competent electrical contractors. (PAT testing)
- A risk assessment will be undertaken to indicate the regularity of electrical testing required of fixed electrical equipment.
- Electrical items from home can only be used in school with the approval of the Assistant Principal with responsibility for Health and Safety.
- Staff should report concerns in relation to leads, plugs, sockets etc to the Principal immediately.
- Particular care should be taken to minimise the use of trailing cables. Power sockets should not be overloaded.

Emergency Procedures

- In the event of an emergency the alarm must be raised using the nearest emergency call point.
- It is important that all staff are aware that the assembly point is behind the school in the Bell Car Park. Care should be taken when entering the car park.
- Fire equipment is checked and serviced annually by a contactor.
- Records are kept of fire drills and alarm tests.

Hazardous Substances

- Where possible the school will avoid the use of hazardous substances.
- Where hazardous substances are required to be used in school a COSHH assessment will be undertaken
- Chemicals used in science lessons will be used in accordance with CLEAPSS Codes of Practice
- Cleaning materials will be stored appropriately in clearly marked containers and kept in a locked cupboard. Cleaning staff will be made aware of the safe working procedures for cleaning materials.

Hygiene and Safety

- All staff working in the kitchen should follow all regulations to ensure hygiene in the preparation of food. and food handling areas. All staff working in the kitchen should have completed their Level 2 food handling certificate.

Manual Handling

- All routine planned and expected manual handling tasks will be assessed and recorded.. Arrangements to reduce risks to a reasonable practicable level will be shared with staff
- Manual handling training will be provided for appropriate members of staff including, if necessary how to lift students safely

Medication

- All medications should be handled and stored according to the guidelines set out in the Abbey View School Handling Medication policy.

New and Expectant Mothers

- On notification of pregnancy and/or on the return to school after giving birth, risk assessments must be carried out and appropriate action taken to protect the pregnant woman and nursing mother.

School Bus

- Any school bus defects must be reported to the office manager.
- The First Aid box should be regularly checked by the school bus driver and the school office manager

Computers/Display Screen Equipment

- All staff who use a desktop or laptop computer must undertake annual work station assessment. Where the assessment indicates risks to health, this must be discussed with the Principal so appropriate action can be agreed upon.
- All staff who are habitual users of computers or DSE are entitled to claim for a standard eye test every two years.
- If spectacles are required exclusively for working with computers/DSE then the school will provide these as long as the prescription is shown to the Principal.
- Users of computers/DSE are advised to take a 5-10 minute break away from the equipment after 45-50 minutes of continuous use.. This break can be to undertake other work activity.

Smoking at work

- Abbey View School is a non-smoking site.

Violence

- Risk assessment of situations which present the potential for violence will be undertaken and recorded
- All incidents of violence or potential violence should be reported to the Principal immediately

Sun Protection

- Exposure to ultraviolet radiation from the sun is .extremely harmful.
- The weather conditions outside should always be taken into account when taking students outside of the school building.
- The school provides sunscreen and both students and staff should wear this when required. This should not be in place of any sunscreen provided by parents.
- Sunscreen will be a minimum of UF15 but preferably much more than this

Occupational Stress

Workplace stress is 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. There is an important distinction to be made between pressure which can be a positive state if managed correctly and stress which can be detrimental to health.

A workplace stress risk assessment will be undertaken and considered.

Demands – This includes issues such as workload, work patterns and the work environment

Control – How much say staff have about the way they do their work

Support – This includes the encouragement and resources provided by Abbey View

Relationships – This includes promoting positive working to avoid conflict and dealing with unacceptable behaviour

Role – Ensuring staff understand their role within the Abbey View organisation and ensuring they do not have conflicting roles

Change - Ensuring organisational change (large or small) is managed and communicated well within Abbey View

Review

All accidents, incidents and near misses will be reviewed each half term to consider any patterns emerging and the effectiveness of actions taken to prevent recurrences..

Departmental and School safety inspections will be undertaken termly and reported to the Principal which will then reported annually to the Governors.

The Health and Safety Policy will be reviewed annually by the Principal, who will report on the policy review safety inspections and incident reviews, making recommendations to the Governors for changes to the policy.

Annex 1



Abbey View School Risk Assessment Form

Activity _____

Location _____

Staff member in charge _____

Risk factor	Who might be harmed	Likelihood (H,M,L)	Consequences (H,M,L)	Control Measures	Residual Risk (H,M,L)	Review date

Risk Assessment Completed by (Name): _____

Signature _____

Date / / .

SLT Member (Name):

Signature

Date / /