Boothville Primary School

Health and safety policy

September 2022

Contents

School statement of intent

Boothville Primary School is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school very seriously and use this policy, in line with our **risk assessment documents** and in accordance with the Health and Safety at Work etc. Act 1974, to maintain the highest possible level of health and safety around the school.

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits appropriate resources to making sure that equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public.

Signed by

Chair of Governors   Date: ....

Headteacher   Date: ....

This policy will be reviewed by the governing body **and the headteacher:**

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

1. Roles and responsibility

The importance of good health and safety practice is promoted throughout the school, but members of school staff, the senior leadership team and the governing body carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

Boothville Primary School's health and safety organisational structure

> ***Note:*** *The flowchart below and following role descriptions should be used only as a template and tailored to include the roles and responsibilities of staff at your school.*

Board of trustees/Governing body

↓

Headteacher

↓

Senior leadership team

↓

School employees

↓

Pupils
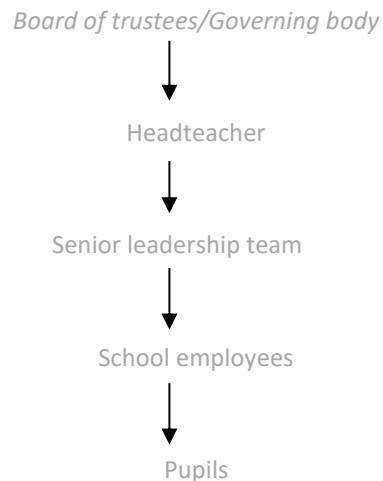
Governing body

The governing body recognise that it is their responsibility to provide the safest school environment, so far as is reasonably practicable. They will do this by ensuring that:

- the school fulfils its legal health and safety obligations
- the school health and safety policy is being implemented and is effective
- risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place
- the importance of good health and safety practice is promoted throughout school to all staff, pupils, parents, volunteers, contractors and any other visitors
- school premises and equipment are regularly assessed and reviewed in line with health and safety regulations
- there is the appropriate budget allocation to the school's health and safety provision
- the importance of good health and safety is communicated to school staff and carefully monitored
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements
- one member of the governing body is nominated to act as the representative for health and safety management.

Headteacher

The headteacher takes the responsibility of:

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on site or off site
- liaising with the health and safety representative of the governing body to inform that person of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that the governing body is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that funding is allocated to individual departments for their health and safety requirements
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills are undertaken.

Members of the senior leadership team

Senior managers take the responsibility of:

- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school
- ensuring that part of the organisation of any school activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider school policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- managing their budgets to cover health and safety maintenance, checks and provision for activities under their department.

Employees

Employees of the school, whether they are fixed term, contract, or permanent take the responsibility of:

- ensuring that they are familiar and up to date with the school's health and safety policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities

- cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

Pupils

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to the whole school and personal health and safety for staff to be able to carry out their roles effectively. As members of the school community, pupils take the responsibility of:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the school code of conduct.

Pupils that are found to be a risk to health and safety may not be allowed to partake in certain school activities and may be dealt with under the school's behaviour policy if the circumstances require it. We expect pupils to follow the school code of conduct, as this helps maintain good health and safety around the school. This can be found in the school behaviour policy and **section 2.2** of this policy.

2. General arrangements to establish, monitor, and review measures needed to meet satisfactory health and safety standards

2.1 General arrangements
The school implements specific arrangements for health and safety provision in relation to different departments and their health and safety needs. However, there are some general procedures in place that form the basis of good practice within the school and apply across all areas. These are listed below.

2.2 Safe behaviour and school code of conduct

The school is concerned with ensuring the good health and safety of members of the school community both on an individual basis and school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. These are outlined in the school **behaviour policy**.

2.3 Maintenance of safety records

Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the school's safety records and notes who is responsible for maintaining them.

Health and safety file

The school's health and safety file should be readily available for inspection. A hard copy of all health and safety records should be printed out for the file and backed up with an electronic copy. The file should serve as the central health and safety record for the school. Details of the following should be kept in the file (where applicable):

- A current list of names of individuals with key health and safety roles – e.g., Area Health & Safety Coordinator, risk assessors, DSE assessors, first aiders (include date certificates expire), fire evacuation officers
- A copy of the school statement of intent and projected date for review
- A register of risk assessments completed for the school / department
- Copies of risk assessments including (where applicable):

    General risk assessments
    COSHH assessments
    Display screen equipment workstation assessments
    Fire risk assessments
    Manual handling operations
    Machinery / equipment
    Lifting equipment and lifting operations
    Lone working
    Risk of violence and aggression
    Pupil supervision forms (if used)
    Work in confined spaces, work at height, etc.

- Completed accident records sheets (removed from the Accident Book)
- Copies of any accident report form sent to Health and Safety Services, plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident
- Details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- Date and findings of health and safety inspections, together with details of any actions / timescales to be taken following such inspections
- Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
- Other equipment maintenance and service records
- Fire drill records – dates and performance [clearance time, details of any problems, etc.]
- Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction, courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training
- Copies of completed health and safety induction checklists (for new staff)
- Copies of annual health and safety audit checklists and action plans
- Copies of memos and reports received following visits from Health & Safety Services staff.

The school keeps records of health and safety incidents for 5 years. The school examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

2.4 Safety review, monitoring, and evaluation procedure

The school's health and safety monitoring will be undertaken by the headteacher/ health and safety coordinator. This policy and the health and safety file will be reviewed by the governing body due to triggers including, but not limited to:

● changes in key personnel
● changes to the structure of the school's organisation
● the introduction of new processes
● any change in premises or the specific use of part of the premises
● changes in legislation
● following the findings from an accident investigation (internal and/or external) or following a civil claim
● following consultation with employees
● following any enforcement action, i.e., by the HSE or local authority

Provision will be evaluated and changes for improvement made when and where there is a need for it, subject to funding, or alternative measures will be put in place to mitigate any identified risks to a safe level.

It is important that the school monitors safe systems of work on a day to day basis in areas such as:

● kitchens
● cleaning cupboards and staffrooms
● laboratories
● design technology studios

2.5 Accidents

Procedure and reporting

In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on site will immediately report to whomever is in charge. On school premises, this may mean reporting to the school office. A first aider should assess the injury as soon as possible.

If an ambulance is required, it will be ordered by the school office unless emergency medical assistance is required, in which case any member of staff can call an ambulance from the nearest phone.

Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent to arrive.

Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office/nurse's office until they can be collected.

Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in school will be recorded.

Recording an accident

The school has accident forms which are stored in the school office. This is used to record **all** accidents, both major and minor. Each page is used for a separate report and removed once it has been filled out with the details of the accident and stored securely in the school's health and safety file according to the General Data Protection Regulations. All members of staff supervising at the time of the incident should make a separate report. What happened, actions taken, injuries, and first aid administered should be recorded.

Serious incidents will also be recorded and reviewed by senior leaders. The governing body will review cases of serious incidents and determine what, if any, steps could be taken to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

Investigation

An investigation may be launched by external authorities in the case of accidents or incidents that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- deaths
- 'specified injuries' in respect of employees or pupils
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days)
- 'specified dangerous occurrences'' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of pupils and visitors who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances) where the person is taken from the scene of the accident to hospital.

Senior managers or the governing body may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

2.6 Covid-19 update

The school recognises that the HSE has issued guidance about reporting diagnoses of Covid-19 within the school as a workplace, and whether these could be attributable to an occupational exposure. We will follow that guidance and any amendments to it.

2.7 Lone workers

Staff

There will be some situations where staff at the school will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, or one-to-one invigilation of exams. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

> **Note:** *You should add/amend or delete information to the lists below to ensure that the advice for lone workers is in line with your school's specific provisions, site, and health and safety arrangements.*

Risk of violence:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

Communication:

Staff are advised to:
- avoid lone working wherever possible by arranging to work in pairs or as a group
- sign in and off the site
- carry either a mobile phone or school telephone at all times when lone working
- let someone know you are coming into work, how long you expect to be and when you are leaving
- comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

First aid:

- For those working on our premises, first aid kits can be found in the *[staffroom]*.

Emergency procedures:

- If a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the headteacher, the staff member's nominated person, or the emergency services.

Access and egress:

- Staff are required to consider weather conditions before coming into and while at work.

Guidance for keyholders attending alarm calls after hours: *[add/amend/delete as appropriate]*

There is a nominated keyholder within the school who will attend alarm call-outs after hours. The school advises that the nominated person:
- does not attend an alarm call-out alone, where reasonably practicable
- does not enter the building if alone
- looks out for corroborative evidence of intruders
- takes necessary action; e.g. call police.

What to take

- Identification of who you are, for example an employee badge; this helps if police attend the scene or are later called to the scene.
- A torch of a reasonable size and power.
- A basic plan or diagram of the building; this does not have to be a very detailed site plan but it would be useful to show:
  - basement areas
  - entry/exit points for people and vehicles
  - areas where computers/valuables are located.
  This is useful for the police if they are required to attend the scene.
- A mobile phone, in order to summon assistance in an emergency without having to enter the building.

Risk assessment

- On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

What to check

- Suspicious/unfamiliar vehicles parked in the immediate area.
- The outside of the building for sign of forced entry; e.g., broken glass, prised doors, windows, etc.
- Evidence of flashlights being used, or other lights left on within the building.
- Noise from within the building or outside.

If at any stage there is evidence of an intruder, **immediately withdraw** and contact the police. Do not enter the building to use the telephone.

- Where there is no evidence of an intruder from the outside, enter the building:
  - check the inside of the premises to eliminate signs of a forced entry
  - switch on appropriate lights and proceed to re-set the alarm
  - if evidence of an intruder is discovered, withdraw and contact the police
  - try not to disturb the scene.

Unacceptable lone worker activities

The following activities are not to be carried out by lone workers under any circumstances:
[add/amend/delete as appropriate]

working at height
manual handling of heavy or bulky items
transport of injured persons.

One-to-one lessons

It may be that a member of staff is working alone with a pupil; for example, in a one-to-one music lesson. It is important in this instance that the health and safety of both parties is taken into consideration, as is their emotional wellbeing and comfort in the situation.

Staff who are involved in one-to-one working, wherever possible, should do the following: *[add/amend/delete as appropriate]*

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.
- *If you take a pupil in your car, ensure they travel in the back and you have appropriate insurance e.g. for business usage. As a general rule, wherever possible, do not travel alone with a pupil and take another adult with you.*

It is especially important to ensure that the pupil always feels at ease and that they do not misconstrue actions or intentions. *[add/amend/delete as appropriate]*

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

You can find information about the safeguarding provision in our school in our **child protection and safeguarding policy.**

Pupils

Pupils must follow the following guidelines related to lone working in school *[add/amend/delete as appropriate].*

- No pupil should work unsupervised in an outer building after *4.00pm* and will be required to move into a designated area *(ICT1, Library, Dining Hall)* in the main building.
- All pupils unless supervised should vacate the site before *5.30pm*.
- Pupils who arrive before *8.45am* are not supervised unless a school activity is taking place, i.e. rehearsals.
- On hearing the fire alarm pupils must evacuate the building and assemble at the fire point, until the all clear is given.

2.8 Building and site maintenance

The *[headteacher]* is responsible for ensuring that the school premises are maintained so as to comply with health and safety laws and are easily accessible and reasonably safe for the whole school community.

The school will appoint a named person to be responsible for reporting any health and safety concerns relating to the school premises. He/she will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form **(see section 3)**.

Note: You may have a caretaker at your school who is responsible for this. It is a good idea to have an appendix at the end of this policy with a complete list of the named persons responsible for health and safety.

2.9 Environmental statement

[Name of school] recognises that it has a responsibility to educate pupils about caring for the environment and the world we live in. The best way to do this is to instil good practice in our pupils through example. We aim to do this wherever reasonably practicable by:

- reducing our use of natural resources
- supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials
- minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations
- promoting recycling around the school with the use of recycling bins, supported through the curriculum and in classrooms
- taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided
- restoring the environment where possible.

The school will carry out environmental impact assessments to regulate the impact of school activities on the environment.

2.10 Fire safety and evacuation procedures

The school carries out whole-school fire drills XX times a term. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site, and available on the school website.

Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

2.11 Emergency procedures

In the case of an emergency, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the school will carry out the emergency procedures as described below.

> ***Note:*** *Outline the provision/system you have in place for acting in an emergency. You may wish to separate this under headings that relate to the type of emergency it is or explain it in terms of a step-by-step process. The next section deals with communicating in an emergency.*

Emergency communications

There are several mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency and remain informed. The school advises that in addition to the provision outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency.

Note: Outline the provision/system you have in place for communicating during a school emergency under the two headings below.

i) How the school communicates with pupils during an emergency

ii) How the school communicates with parents/families/carers during an emergency

The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy is designed with this in mind.

2.12 Health and safety training

Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

Specific training in relation to use of equipment or substances may be given to staff and pupils relating to which department they will be working in. Employees and pupils who are not specifically trained for specialist equipment are not permitted to use it. **More information on specific training for individual school departments can be found in that department's health and safety document provided by the school.**

Note: Your school may have a health and safety pack or induction process that it carries out when dealing with people coming into the school for extended periods. This should be outlined here.

2.13 Workplace safety

The school will take reasonable steps to ensure that the school environment and workplace is reasonably safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. **Information on health and safety in each**

department can be found in *[where you keep your supporting documents]*. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

Display screen equipment (DSE)

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended). Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

The school adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school *[add, amend, delete as appropriate]*.

☐ Work areas are risk assessed and arranged to enable safe practices to be carried out.
☐ Staff and pupils are trained in the safe use of DSE and the risks of working for a prolonged period.
☐ Training is provided to enable users to adjust equipment to ensure maximum comfort when working.
☐ Regular breaks are taken when working with DSE.
☐ The school encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

The school promotes good DSE health and safety by encouraging pupils to use the checklist below when using such equipment, and by displaying this checklist around school and in classrooms where DSE is in use.

> *Note: You should amend the checklist below to suit your specific school provision. Your school may have its own checklist for the use of DSE, in which case you should delete the one below and replace it with your own. It is a good idea to display this checklist in your classrooms as a reminder for staff and pupils of good health and safety practice.*

Workstation	✓ Adjust screen height to suit seating height – generally eyes level with top of screen. ✓ If a significant amount of your work involves copying from documents, use a flexible document holder at the same height as screen. ✓ Keep an organised work surface to facilitate workflow. ✓ Avoid clutter under the workstation. ✓ Ensure an appropriate mobile, stable base chair (if available). ✓ Seat back, arm rests and back rest to be height adjustable. ✓ 5–10 cm of space in front of the keyboard.

	✔ Be familiar with software in order to customise screen colours, etc.
Environment	✔ Adjust screen to reduce reflection and glare. ✔ Clean screen and equipment regularly. ✔ Ideally sit sideways to windows. ✔ Maintain safe surroundings, i.e. free from tripping and electrical hazards. ✔ Avoid excessive noise and uncomfortable temperatures.
Healthcare	✔ Plan work to include regular changes of activity to move around and change posture. ✔ Rest eyes during work break and carry out eye care exercises. ✔ Have eyes tested regularly. ✔ Report any health-related symptoms that concern you.
Job design	✔ Break up work with informal postures and different tasks. ✔ Combine different work tasks. ✔ Take regular breaks away from screen. ✔ Ensure you have training in software and in know how to set up a safe workstation.
Posture	✔ Adjust seat height to ensure thighs and forearms are horizontal. ✔ Desk just below elbow height. ✔ Align hands with forearms. Minimal deviation of wrists. ✔ Adjust your backrest to support the lower back. ✔ Sit right back in the chair to maintain good lumbar support. ✔ Keep head in natural upright position. ✔ Do not slouch. Maintain upright position. ✔ Head, neck, shoulders and hips to be in alignment. ✔ Use a footrest if feet do not touch the floor. ✔ Rest arms and hands whenever routine allows. ✔ Space under desk for postural change, no obstacles. ✔ Top of screen at eye level.

Manual handling

The school operates in accordance with the *Manual Handling Operations Regulations* (1992). 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, so far as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by the *headteacher* and measures required to eliminate risk or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The school expects employees: *[add/amend/delete as appropriate]*

- to safeguard their own health and safety while at work, and that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided using trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which consider the work task, the activity involved, individual capacity, working environment and any other relevant factors.

Machine maintenance

The school operates in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools is:

- **suitable** for use, and for the purpose and conditions in which it is used
- **maintained** in a safe condition for use so that people's health and safety is not at risk
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The school ensures that risks created using the equipment are eliminated where possible or controlled by:

- taking appropriate **'hardware' measures**, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment
- takes appropriate **'software' measures** such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

> **Note:** *You should also state here who is responsible for machine maintenance. This will vary in each department.*

2.14 Control of substances hazardous to health (COSHH)

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept *[explain where].* Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and what they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the science classrooms are under the responsibility of the science department manager. For more information on the control of these substances please see the supporting science department health and safety document, which can be found *[explain where].*

All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. New signs have been appearing on items acquired since December 2010 as part of transitional arrangements. Staff and pupils will be taught to recognise new signs and any posters in use will display the new signs.

2.15 Occupational health services and managing work-related stress

[Name of school] takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

> *Note: Your school may have specific strategies in place to support staff with managing stress, such as peer support groups or regular meetings with their managers. If so, these should be outlined briefly here.*

2.16 Policy and procedures for off-site visits

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the *board of trustees/governing body* will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- the headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy (and with that of the LA, if appropriate)
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate
- a sufficient level of insurance is in place
- the headteacher or group leader reports back after the visit.

In our supporting document for health and safety for off-site visits *(provide details on where this can be found)*, you will find full information on the supporting documentation required in any given circumstance. (Appendix One details what is included).

2.17 Selecting and managing contractors

It is vital that any company or persons invited into the school under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible and is aware of our school policy and procedures.

It is the *[headteacher's/trustees'/governors']* responsibility to select and oversee the management of contractors.

For information on safeguarding pupils against visitors or contractors to the school, please read our **school child protection and safeguarding policy.**

2.18 Security

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

> *Note: Here you should outline what provision you have in place to ensure that your school is a secure environment. This could be CCTV monitoring, record of who has access to where, who has which keys, etc.*

3. Risk assessment

Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments and recording and reporting risks.

*Note: There is a blank risk assessment template provided as a supplement to this model policy. Risk assessments will differ relating to activity and circumstances, and **this should only be used if it is appropriate to the activity being assessed**. Schools should make their own risk assessment template if they feel that this one does not suit their needs.*

3.1 School risk assessment matrix

Note: Your school may use an alternative school matrix, in which case the table below should be deleted and replaced with the one that your school is familiar with. In some circumstances, schools may find it more appropriate to use a more specific matrix for determining the level of risk.

Risk assessments are stored in the school office and will be reviewed:
- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

Under the Management of Health and Safety at Work Regulations 1999 the minimum the school must do is:

- identify what could cause injury or illness (the hazard)
- decide how likely it is that someone could be harmed (the risk)
- take action to eliminate the hazard, if this is not possible then control the risk

The level of detail in a risk assessment will be proportionate to the risk and appropriate to the nature of the work.

The school carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the school does take reasonable steps in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

Note: It is no longer a requirement for employers to have specific Covid 19 measures in place and government guidance states that schools should consider Covid 19 as one risk amongst others in relation to health and safety risk assessments and managing risk. Schools therefore have the option to continue to assess Covid 19 as a separate risk, or as part of their general health and safety risk assessments.

Covid-19 Update
The school will carry out a Covid-19 risk assessment in addition to those mentioned above, using the same principles. The school will consider the risks posed by its premises and the undertaking of its service and will take measures to minimise those risks so far as is reasonably practicable by implementing preventive and protective control measures. The school will monitor the effectiveness of those measures by senior leaders.

The school will consider all relevant matters including the following when undertaking the risk assessment in accordance with good practice and Government guidance (as it is updated):

- Measures to ensure social distancing is observed
- Maintaining an appropriate cleaning and hygiene regime to be followed by all pupils, staff and visitors. Signage
- Waste disposal
- Minimising staff/staff and staff/pupil physical interaction and controlling access to spaces
- Minimising non-essential visitors to the premises
- Where practicable, implementing a one-way system to minimise contact
- The provision of PPE
- Identifying vulnerable persons, for example, those in the BAME community
- Educating pupils about COVID-19 and to encourage and reassure them about the measures in place to protect themselves from it

We recognise that we have a statutory obligation to consult with staff about the health and safety measures we are proposing, and we will take steps to ensure that training is provided in relation to the recommendations arising from the risk assessment process.

Appendix 1

Supporting documentation for health and safety for off-site visits

When arranging any school trips, we will put together a pack of information including (where relevant):
- who is responsible
- parental consents
- transport arrangements and contact details
- risk assessments
- supervision (i.e. appropriate staff: pupil ratios dependent upon the activities)
- emergency contact numbers
- emergency procedures
- adventure activities
- work experience placements
- work experience health and safety
- off-site risk assessments
- safeguarding.