

HEALTH AND SAFETY POLICY

This policy covers staff working at Westwood Kindergarten, Westwood Prep, Westwood High and Westwood Sixth Form.

I. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

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
- 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.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Principal.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 Principal

The Principal is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principal's absence, the Vice Principal assumes the above day-to-day health and safety responsibilities.

3.3 Health and Safety Lead

The nominated health and safety lead (HSL) is Kamal Uddin Khan.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Cooperate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the Principal before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

The Health and Safety Lead 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. They are also key holders and will respond to an emergency.

5. 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 practised at least once a term.

The fire alarm is a loud continuous buzzer.

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
- 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 point. This is in the school yard.

- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The School Administrator will take a register of all staff
- Staff and pupils will remain outside the building until the Fire Safety Officer says 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 I).

6. 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 the Health and Safety Lead 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.

All hazardous products will be stored in the locked storeroom out of access to pupils.

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.

6.1 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

6.2 Legionella

- A water risk assessment will be completed every two years by a certified water consultant. The Health and Safety Lead is 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 two years and when significant changes have occurred to the water system and/or building footprint.

- The risks from legionella are mitigated by actioning instructions set out by the water consultant, e.g. temperature checks, heating of water, disinfection of showers and regular flushing of unused toilets and other water outlets.

6.3 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

7. 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

7.1 Electrical equipment

- 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 the Health and Safety Lead 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

7.2 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

7.3 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)

7.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

8. Lone working

Lone working may include:

- 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.

9. 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

I0. 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
- 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

I1. 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
- 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
- There will always be at least one first aider on school trips and visits

I2. 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.

I3. 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 their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

I4. Smoking

Smoking is not permitted anywhere on the school premises.

I5. 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

I6. 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.

I7. Accident reporting

I7.1 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. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- 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

I7.2 Reporting to the Health and Safety Executive

The Health and Safety Lead 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 Health and Safety Lead 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, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

18. 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.

19. Monitoring

This policy will be reviewed by the Health and Safety Lead every 3 years.

At every review, the policy will be approved by the full governing board.

20. 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

Date approved by Board of Governors	Date of implementation	Date of next review
1 Sep 2023	1 Sep 2023	Sep 2026

Appendix I. Fire safety checklist

FIRE ASSESSMENT CHECK LIST: PART I

September 2019

FIRE WARNING SYSTEM								
DAILY CHECK		WEEKLY CHECK				MONTHLY CHECK	DD/MM/YY	
1. Is the indicator panel showing 'normal'? 2. Are whistles, gongs or air horns in place?		1. Does testing a manual call point send signal to indicator panel (check different point each week)?	2	9	1 6	2 3	30	1. Does testing the smoke/heat detectors send a signal to the indicator panel? 2. Are heat/smoke detectors clean?
		2. Does the alarm system function properly?	2	9	1 6	2 3	30	
		3. Can staff hear the fire alarm?	2	9	1 6	2 3	30	

		4. Do the sounders function properly?	2	9	1 6	2 3	30		
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EMERGENCY LIGHTING

DAILY CHECK		WEEKLY CHECK						MONTHLY CHECK	DD/MM/YY
1. Are luminaries and exit signs in good condition?		1. Do all luminaries and exit signs function correctly when tested?	2	9	1 6	2 3	30		
			2	9	1 6	2 3	30		
2. Is emergency lighting and sign lighting working correctly?		2. Have all emergency lighting self-contained battery units been tested (normally run for one hour)?	2	9	1 6	2 3	30		
3. Is the control panel indicator working?									

ESCAPE ROUTES

DAILY CHECK		WEEKLY CHECK						MONTHLY CHECK	DD/MM/YY
1. Check all fire doors are unlocked 2. Do all fire exits open immediately and easily? 3. Are fire doors clear of obstructions? 4. Are escape routes clear?		1. Do all emergency fastening devices on fire exits (push bars or pads) work correctly?	2	9	1 6	2 3	30	1. Are fire door seals, strips and self-closing devices in good condition? 2. Do all internal self-closing fire doors work correctly? 3. Are the means of escape accessible by disabled persons?	
		2. Are external routes clear and safe?	2	9	1 6	2 3	30		
		3. Do doors function correctly and close as a close fit?	2	9	1 6	2 3	30		
FIRE FIGHTING EQUIPMENT									
DAILY CHECK		WEEKLY CHECK						MONTHLY CHECK	DD/MM/YY
		1. Are all fire extinguishers in place?	2	9	1 6	2 3	30	1. Is the pressure in stored pressure fire extinguishers correct?	

		2. Are fire extinguishers clearly visible and unobstructed?	2	9	1 6	2 3	30	2. Are fire blankets packaged in their original condition?	
		3. Is the equipment un operated and not damaged?	2	9	1 6	2 3	30	3. Are seals/tamper tags not broken or missing?	
								4. Are operating instructions clean & visible?	

ASSESSMENT REVIEW					
REVIEW DATE	1000	COMPLETED BY		SIGNATURE	
REVIEW OUTCOME (where substantial changes have occurred a new record sheet should be used)					

FIRE ASSESSMENT CHECK LIST: PART 2

HEALTH AND SAFETY RISK ASSESSMENT PROFORMA

Person(s) carrying out assessment		Signature(s)	
Building		Assessment Date	
		Review Date	

No.	Element	Y/N	Evidence/Notes	Action No.
I	MAINTENANCE SYSTEMS			
I.1	Are systems in place for regular examination & maintenance of the building and all equipment used?			
I.2	Have assessments been done which identify and protect against risks arising from maintenance procedures?			

2.	VENTILATION			
2.1	Is there effective and suitable ventilation, for all parts of the building where students are at work, which introduces fresh air (as far as is reasonably practicable) that is clean and free from impurity?			
3.	TEMPERATURE			
3.1	Is the temperature maintained at a level, which gives comfort to student? (a minimum of 16 degrees Celsius where no heavy work)			
3.2	Is it necessary to provide blinds to shade windows to reduce temperatures? If yes, are they provided?			
3.3	Are any other specific actions necessary to maintain a comfortable living temperature?			
4.	LIGHTING			
4.1	Do lights shine directly into the eyes of students and staff?			
4.2	Are all stairwells lit and without shadow?			

4.3	Is emergency lighting required? If yes, is it provided?			
No.	Element	Y/N	Evidence/Notes	Action No.
5.	CLEANLINESS AND WASTE MATERIALS			
5.1	Are all walls & ceilings, which cannot be safely reached from a 5-metre ladder, cleaned or redecorated regularly?			
5.2	Are the classrooms, furnishings and fittings regularly cleaned and free from rubbish, sawdust, etc?			
5.3	Are all drains & sanitary conveniences clear and clean?			
6.	ROOM DIMENSIONS & SPACE			
6.1	Is there at least 11 cubic metres of space available for each person at work in a room at any one time?			
7.	SUITABILITY OF WORKSTATIONS AND SEATING			

7.1	<p>Does the design and arrangement of the buildings enable students to:</p> <p>(a) Leave swiftly in an emergency?</p> <p>(b) Reach & lift materials with reasonable ease?</p> <p>(c) Enough storage space enabling all members to reach resources without injury?</p>			
8.	FLOORS AND TRAFFIC ROUTES			
8.1	Are all floors and traffic routes in the workplace sound and firm, without holes, slopes or uneven surfaces likely to cause danger to anyone?			
8.2	Are floors and traffic routes kept clear of obstructions and articles or substances likely to cause a person to trip or fall over?			
8.3	Do all floors and traffic routes have adequate and effective means of drainage (where applicable)?			
8.4	Are all holes, bumps and uneven areas properly marked and guarded where necessary?			

8.5	Are arrangements provided to protect students and staff from slips, etc, caused by snow and ice?			
8.6	Are all open stairways provided with at least 2 rails?			
9.	FALLS OR FALLING OBJECTS			
9.1	Are secure safeguards (such as fencing, barriers, guard rails, covers or safety nets) provided to prevent staff or other persons from: (a) falling from a distance likely to cause injury (2 metres)?			
	(b) being struck by falling objects?			
9.2	Are effective systems in operation to ensure that: (a) danger areas (such as fragile roofs) are clearly marked?			

	(b) unauthorised persons do not enter danger areas?			
	(c) persons who enter such areas are suitably protected against the hazards present?			
9.2	Are all fixed ladders securely fixed so as to provide adequate, horizontal and stable footholds?			
9.3	Are adequate systems in place to ensure the safe stacking and storage of equipment and materials?			
10.	ABILITY TO CLEAN WINDOWS, ETC SAFELY			
10.1	Are all windows/skylights fitted with devices to enable their internal and external surfaces to be cleaned safely?			
11.	ORGANISATION OF TRAFFIC ROUTES			
11.1	Is traffic organised at the school to allow pedestrians and vehicles to circulate in a safe manner?			
11.2	Is there sufficient separation between pedestrians and vehicles using the same traffic route?			

12.	DOORS AND GATES			
12.1	Are all doors/gates that are operated by being pushed from either side constructed so as to provide a clear view of the space close to either side?			
13.	SANITARY CONVENIENCES			
13.1	<p>Are sufficient sanitary conveniences provided which are:</p> <p>(a) readily accessible to all persons in the building?</p> <p>(b) adequately lit and ventilated?</p> <p>(c) properly maintained?</p>			
	(d) kept in a clean and orderly condition?			

14.	WASHING FACILITIES			
14.1	Are suitable and sufficient washing facilities provided at readily accessible places for all persons in the buildings:			
14.2	Do the washing facilities include:			
	(a) a supply of clean hot and cold water?			
	(b) Paper towels or other suitable means of drying?			
	(c) soap or other suitable means of cleaning?			
14.3	Are the rooms sufficiently well lit and ventilated?			
14.4	Is there a system in operation to keep the washing facilities and rooms in a clean and orderly condition and properly maintained?			
15.	DRINKING WATER			

15.1	Is a readily accessible supply of drinking water provided and maintained in the workplace with a supply of drinking vessels?			
15.2	Is the drinking water supply clearly marked by a suitable sign where necessary?			
16.	FACILITIES FOR CHANGING CLOTHING DURING P.E.			
16.1	Are there suitable and sufficient facilities for students to change their clothing?			

COSHH ASSESSMENT RECORD

Department:										
Description/purpose of Activity:										
Substance	Type of substances	Degree of Hazard	Nature of Hazard	<i>Can use be avoided</i>	Can safer substitute be used	Frequency of use	Location		Quantity	
							Stored	Used	Stored	Used
Name/Ingredients										

Substances in use	
Existing control measure in use	

Emergency Procedure in the Event of Spillage:	
Disposal Instructions:	
Is the risk adequately controlled	Yes/No
Signature of Assessor:	Name: _____ Date: _____
Countersigned by HSO:	Name: _____ Date: _____
Date for review:	

Room / Area	Hazard	Controls	Monitoring and Evaluations
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	Description	Hazard rating	Risk rating	Persons in danger	Existing	Action required	Estimated cost	Target date

Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>			
Action taken			
<p><i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i></p>			
Follow-up action required			
<p><i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i></p>			

Name of person attending the incident			
Signature		Date	

Asbestos record

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment

