



# **Health and Safety Policy and Procedure**

November 2020

**HEALTH AND SAFETY POLICY  
QUEENSGATE FOUNDATION PRIMARY SCHOOL**

**Policy Review**

This policy was adopted from Good Skills and will be reviewed by the Governing Board on an annual basis.

The policy was last reviewed and agreed by the Governing Board: 26<sup>th</sup> November 2020

It will be reviewed again November 2021.

**Approved**

Signature:  Head Teacher Date: 26<sup>th</sup> November 2020

Signature:  Chair of the Governing Board Date: 26<sup>th</sup> November 2020

**Policy control**

Date	Amendments / additions	Reason

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## **SECTION A –Statement of Intent**

1. Queensgate Foundation Primary School is committed to achieving high standards of health, safety, and environmental practice.
2. Queensgate Foundation Primary School expect staff, visitors, contractors, and other employers who work at Queensgate Foundation Primary School to share this commitment by complying with policies and procedures, and to understand that they too have a legal and moral obligation to themselves and to each another.
3. We intend to ensure the health and safety of persons who may be affected by our activities by:
  1. Consulting with and involving staff in matters arising to their own health and safety.
  2. Providing, managing, and maintaining workplaces, grounds, and properties so that they are, as far as reasonably practicable, safe and that risks to health are controlled.
  3. Providing adequate and appropriate facilities and arrangements for welfare at work.
  4. Providing, managing, and maintaining plant and equipment so that it is, as far as reasonably practicable, safe and that risks to health are controlled.
  5. Identifying hazards and conducting formal risk assessments when appropriate to minimise the risk for all activities undertaken.
  6. Ensuring that control measures and emergency procedures are in place; effective; properly used; monitored and maintained.
  7. Implementing systems of work that are safe and where risks to health are controlled.
  8. Providing the information, instruction, training, and supervision at all levels necessary to ensure that staff are competent to supervise or undertake their work activities, and are aware of any related hazards and the measures to be taken to protect against them, and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.
  9. Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
  10. Monitoring the safety performance of contractors who work for us.
4. Where there are no existing policies or guidance, we expect our staff, visitors, and contractors to implement the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exists, we will work with our staff, visitors, and contractors to develop systems which comply with best practice and eliminate or minimise the risks as far as reasonably practicable.
5. We will promote a positive health and safety culture within Queensgate Foundation Primary School and educate our staff in health and safety. Wherever possible, information on Health and Safety Legislation and standards applicable to a certain course will be included. In areas of work or research which are highly regulated, staff will be expected to attend certain courses as a mandatory requirement.
6. We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, contractors, visitors, or members of the public, or adversely affect the environment.

### **Commitment**

The governors/trustees and the other members of Queensgate Foundation Primary School are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety, and welfare across all Queensgate Foundation Primary School premises. We

expect every member of Queensgate Foundation Primary School staff to share this commitment and to work together to achieve it.

Signed: 

Print name: I. Atchison-Warne

Chair

Date: 26<sup>th</sup> November 2020

Signed: 

Print Name: S. Sillito

Head:

Date: 26<sup>th</sup> November 2020

## **SECTION B – Organisation**

### **Responsibilities of the senior leadership team**

Each member of the Senior Leadership Team has been assigned a delegated responsibility for implementing and monitoring this policy for their respective departments and must ensure that health and safety considerations are always given priority in planning day to day supervision of work activities.

The duties of the senior leadership team include:

- Inspecting and checking work area for which they are responsible ensuring that safety standards are being maintained.
- Developing and enforcing any additional safety rules or guidance in order to reduce risk.
- Informing staff of safety rules and their legal duties, where necessary informing the principal of any training needs identified.
- Reporting any potential hazards, accidents or near-miss situations to the head of business and charity.
- Inducting new staff or temporary employees into the school health and safety procedures.

### **Responsibilities of Students**

- Students will be reminded and encouraged that they are expected, so far as is reasonably practicable, to:
- Exercise personal responsibility for the health, safety and welfare of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum, therapy or care safety guidelines.
- Observe all health, safety, and welfare rules and, in particular, any instructions given by staff in an emergency.
- Use properly and not to wilfully misuse, neglect or interfere with any article or device provided for safety purposes, e.g. fire extinguishers, smoke detectors, etc.
- Inform any member of staff of any situation which has the potential to affect their safety.

### **Appointed person**

Queensgate Foundation Primary School has appointed a person responsible for managing health and safety arrangements for all sites.

The role of the appointed person is to ensure that health and safety statutory duties are acted on and that any necessary records are maintained.

Where appropriate the appointed person may request the assistance of competent persons to help with specific health and safety issues.

The appointed person will ensure all accident reporting procedures are followed and records maintained.

The person appointed will make staff aware of specific health and safety training that may be beneficial to their function and ensure records are maintained of any training.

### **First Aid Personnel**

The role of the first aider is to administer immediate first aid to children, employees and visitors to any Queensgate Foundation Primary School site who may have suffered injury or ill health.

Where appropriate the first aider will request professional medical aid i.e. an ambulance.

The first aider will ensure an accident record is completed using the Every system.

### **Grounds Staff**

Grounds staff are responsible for ensuring the areas of activity carried out are performed safely and with due regard to others who may be affected by them.

Recorded assessment of risk shall be undertaken by a competent person and made available to those employees who may be affected by them.

Hazardous substances and the activities for which they are used have been Control of Substances Hazardous to Health (COSHH) assessed and suitable personal protective equipment (PPE) is used.

### **Responsibilities of all employees**

All employees must take care of their own health, safety and welfare and that of all others who may be affected by their acts or omissions at work. This responsibility extends particularly to all students under their control whilst involved in organised work activities both on site (e.g. classrooms, therapy rooms, residential houses, across the site) and off site (e.g. educational/therapy visits/trips, escorts, activities in care time).

Additionally, under the Health and Safety at Work Act 1974, it is the duty of every employee, while at work:

- To co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provisions
- Not to interfere with intentionally or recklessly or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions

- To inform their employer of any dangerous situations or practices that, through their training and experience, they consider poses a threat to health, safety or welfare

Employees therefore have a duty to:

- work safely and efficiently
- use equipment and items of personal protection so that they can carry out work safely and meet statutory obligations
- report to their line manager incidents or hazards that may lead to injury or damage and record such incidents or hazards on the Every system.
- observe the workplace rules and comply with legislation; and
- not misuse equipment or endanger themselves or others by their actions

All employees should therefore:

- know the health, safety and welfare organisation and arrangements to be adopted in their own working areas and ensure consistent application and full compliance
- acknowledge that health and safety is a collective responsibility
- carry out those particular responsibilities detailed in their individual job descriptions and consistent with their roles with regards to health and safety matters in both curriculum and non-curriculum activities while at work, particularly to be prepared to take responsibility for dealing with issues which are within their abilities to address rather than expecting the responsibility to fall to someone else
- be aware of the content of the risk assessments relating to any on- or off-site learning environments (of whatever nature – education, therapy and/or care) they work in and not expect this to be the responsibility of others
- complete all required documentation to the highest possible standard
- be prepared to undertake all required training
- propose any improvements which they consider would elevate the standard of health, safety and welfare at Queensgate Foundation Primary.
- conform with all relevant instructions and have due regard for statutory provisions and control measures set out in risk assessments
- use appropriate safety equipment/clothing to conform with statutory provision and as sensible and appropriate precautionary measures
- conform with a high standard of housekeeping, cleanliness and hygiene and follow all appropriate guidance as listed in the school's Covid-19 risk assessment
- ensure that students are given relevant health and safety information prior to the commencement of practical/recreational activities which may be deemed to involve a level of risk
- ensure that they are aware of their roles and responsibilities in the event of fire or emergency

- promptly report any work situation considered to be unsafe and which cannot be remedied simply
- promptly report all accidents, incidents, defects and/or dangerous occurrences
- remove from use and ensure the safe disposal of any equipment identified as defective and/or in need of repair, advising appropriate senior staff accordingly

Class teachers deemed to have teaching and learning responsibility; speech and language therapists and occupational therapists are deemed to have therapy responsibility; and senior members of care staff are deemed to have care responsibility. Each group of staff will have a specific responsibility from time to time to complete risk assessments for their work areas and for other specific parts of Queensgate Foundation Primary site.

## **SECTION C – Arrangements**

### **1 Young Persons**

- 1.1 Risk assessments and safe systems of work must be followed to ensure the safety of young persons (Aged 11-18) within the premises and/or if supervised by a member of staff outside of the premises.
- 1.2 Assessment of risk is necessary for hazards to which young persons may be exposed. Records of these will be maintained in the designated area.

### **2 Contractors**

- 2.1 Queensgate Foundation Primary School will appoint a person to liaise and manage contractors. This person will ensure contractors sign in via the contractors signing in book and ensure they are aware of current known hazards on site that may affect them such as locations of asbestos etc.
- 2.2 Only contractors who have been approved by Queensgate Foundation Primary School or be able to demonstrate competence will be deemed suitable to work within the Queensgate Foundation Primary School premises.
- 2.3 Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to and detail any controls that will be adopted to protect them.
- 2.4 Contractors are not permitted to lone work unless they have provided suitable method statements and risk assessments.
- 2.5 Contractors will be monitored as part of Queensgate Foundation Primary School policy to ensure they are following their own method statements and risk assessments.

### **3 Fire Safety**

- 3.1 All employees gain knowledge of the fire procedures firstly as part of the Health and Safety Induction process and then through periodic fire drills and refresher training.
- 3.2 A fire officer has been appointed to manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance.

- 3.3 Fire marshals, which will have had training for the role, have been appointed to assist the fire officer during drills and actual fire events. The role of the fire marshal is to ensure that the site buildings are clear of persons who may have been inadvertently left behind.
- 3.4 Periodic checks of the fire safety systems are made, and records maintained. The following fire equipment will be tested by the fire officer, or his representative. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of these checks and maintenance, including test certificates, will be retained in the 'Fire Record' Book.
  - 3.4.1 The fire alarms are tested weekly. Each week a different call point will be used to activate the alarm and identified in the record. Maintenance of the alarm system will be yearly.
  - 3.4.2 Emergency lighting systems will be tested monthly, and maintenance carried out annually.
  - 3.4.3 Smoke detectors are tested weekly.
  - 3.4.4 Firefighting equipment will be visually inspected monthly, and maintenance carried out yearly.
  - 3.4.5 Fire doors and emergency escape routes are checked monthly.
  - 3.4.6 Fire risk assessments are carried out and reviewed annually.

#### **4 Arson**

- 4.1 Regular external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by a competent person.
- 4.2 All dustbins, benches and other moveable items will be made immovable and not positioned against main buildings. ? Query buddy benches – have they been moved?
- 4.3 Wheelie bins are to be lid locked and chained away from main buildings.
- 4.4 Build-up of rubbish including leaves etc. will be regularly removed to prevent use as fuel.
- 4.5 Trespassers will be dissuaded from visiting the site by perimeter fencing, appropriate signage, outside illumination and a CCTV system.

#### **5 Bomb alerts**

- 5.1 Queensgate Foundation Primary School will take appropriate evacuation action on receipt of information regarding a bomb on site.
- 5.2 The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.
- 5.3 All staff, and visitors will assemble at the designated fire assembly point as shown on the fire plan.
- 5.4 No attempt will be made by the Queensgate Foundation Primary School staff to handle potentially hazardous devices or objects.

#### **6 First Aid/Illness**

##### **6.1 First Aid Boxes**

- 6.1.1 First aid boxes are stocked as per Health and Safety Executive (HSE) guidance, first aid boxes are also located in other areas identified in the first aid risk assessment.
- 6.1.2 Contents are checked and maintained by an appointed person.
- 6.1.3 First aid instructions and qualified first aiders are listed next to the first aid box as well as first aid notices displayed around the premises.

## **6.2 First Aiders**

- 6.2.1 Responsibilities of the trained first aider are to ensure persons injured or ill at Queensgate Foundation Primary School are adequately treated and where necessary make other special arrangements.
- 6.2.2 Ensure any accidents are reported to an appointed person via the Every system.
- 6.2.3 Recording of all first aid treatments shall be maintained and held in the First Aid room as directed by Queensgate Foundation Primary School.

## **7 Accident Reporting and Recording**

- 7.1 All accidents, injuries, near misses, reportable disease or work-related illness must be recorded using the Every system and an appointed person who will report as required by the regulations.
- 7.2 All employee accidents will be recorded in the accident book the tear out report will be filed in a lockable cabinet and kept in accordance with the data protection act.
- 7.3 Non-employee accidents will be reported and recorded on the Queensgate Foundation Primary School Every system.
- 7.4 Any accidents arising out of or connection with work, which means all employees, and visitor accidents, must be reported to the person responsible and if necessary, the accident will be investigated.
- 7.5 Where injury may be particularly serious i.e. person taken to hospital, the Queensgate Foundation Primary School appointed person shall be contacted by phone as soon as possible and a written report submitted within 48 hours. The appointed person will report any accidents or injuries as required to the HSE under the Reporting of Injuries Disease and Dangerous Occurrences Regulations (RIDDOR).
- 7.6 Additional accident and investigation forms are used to record findings and provide control/preventative measures that can be utilised to prevent further injuries.
- 7.7 Accident and incident records will be retained and stored in accordance with the data protection act.

## **8 Housekeeping**

- 8.1 An employed cleaner will clean the buildings at least once per day. However, the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.
- 8.2 The disposal of small amounts of waste can be treated as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds and removed each day by the cleaners to the designated storage area.

- 8.3 Stacking and storage of materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height that does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors or contravene fire regulations.
- 8.4 Stairs, cloakrooms and exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards).
- 8.5 In the main visitor areas, all staff are requested to be vigilant regarding identifying any potential hazards as visitors are not familiar with the surrounding.

## **9 Lifting and Handling**

- 9.1 Incorrect lifting and handling of objects can cause injuries, (items need not be large or heavy). Therefore, any operation where lifting or handling is involved should be avoided where possible.
- 9.2 Both generic and, where appropriate specific, risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.
- 9.3 Only competent appointed persons may carry out these risk assessments.

## **10 Control of Substances Hazardous to Health (COSHH)**

- 10.1 Any hazardous substances within Queensgate Foundation Primary School must be managed safely and to do this all of them will be identified.
- 10.2 Substances which are hazardous will be assessed for risk to employees and those who may be affected by them. The assessment record will be located at a) at the point of use, b) at point of storage and c) in a primary record file located in the main office.
- 10.3 Assessed hazardous substances will be stored safely in appropriate storage areas and be locatable from reception in the primary record book.

## **11 Asbestos**

Queensgate Foundation Primary School has no areas on site with the presence of asbestos containing materials (ACMs)

## **12 Electrical Plant and Equipment**

- 12.1 Queensgate Foundation Primary School will arrange for all portable electrical equipment to be checked on a regular basis and a record kept. The relevant department will keep a schedule/checklist of inspection timescales.
- 12.2 Fixed wire testing is carried out every 5 years by a specialist contractor.
- 12.3 All staff are required to report any damaged electrical equipment or wiring – including portable equipment and permanent wiring using the Every system.
- 12.4 Staff must, under no circumstances, attempt any repairs unless they are competent to do so. Personal mains powered equipment must not be brought into the department, unless it has been subjected to the same tests as department equipment.

## **13 Risk Assessments**

- 13.1 Risk assessment shall be undertaken for all activities which present a potential to cause harm.
- 13.2 The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury/ill health.
- 13.3 Only persons deemed competent to carry out risk assessments and have been authorised to do so will be responsible for completing risk assessments.
- 13.4 Areas where risk assessment shall be carried out include:
  - 13.4.1 Slips and trips
  - 13.4.2 Areas on the site with specific hazards present.
  - 13.4.3 Fire and arson
  - 13.4.4 Control of substances hazardous to health (COSHH)
  - 13.4.5 Working at height.
  - 13.4.6 Stress.
  - 13.4.7 Manual handling.
  - 13.4.8 Display screen equipment (DSE)
  - 13.4.9 New and expectant mothers.
  - 13.4.10 Young person's working i.e. on work experience.

## **14 Working at height**

- 14.1 All staff have been asked not to carry out work at height (WAH) unless it is agreed by their line manager that it is necessary, and that they have had the necessary training to be able to carry out the task.
- 14.2 WAH does pose a higher than normal risk of injury to those carrying out the work and those below them. It is therefore necessary to carefully consider whether there is a real benefit or necessity to carry out this work before starting.
- 14.3 The WAH regulations requires all work at height where access equipment such as ladder or step stool is required, above or below floor level, to be assessed for potential risk and controls implemented to mitigate injury.
- 14.4 A risk assessment is required to be carried out by a competent person for all WAH activities. In some cases, these will need to relate to specific activities.
- 14.5 Employees who carry out any WAH would need to have had training appropriate to the task. This will be recorded in the Queensgate Foundation Primary School safety training records. Training will include the use of any risk assessments that may be available to the task.
- 14.6 Employees unhappy with carrying out any form of WAH are not expected to do so unless it explicitly forms a part of their terms of employment.

## **15 Slips and Trips**

15.1 Queensgate Foundation Primary School site, both internally and externally, shall be assessed periodically for potential hazards that may cause slip or trip accidents. This assessment must be carried out by a competent person trained in risk assessment.

15.2 The risk assessment shall include areas such as:

15.2.1 Internal and external steps and stairways.

15.2.2 Carpets and floor coverings.

15.2.3 Kitchen cleanliness and spillages.

15.2.4 Grounds and cleaning activities.

15.2.5 Outside paving, walkways, and other hard surfaces.

15.2.6 External lighting effectiveness.

15.3 Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with employees.

## 16 Alcohol, Drugs and Smoking

16.1 The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported.

16.2 Smoking, including the use of vapes, within the Queensgate Foundation Primary School site is prohibited, and signs are posted at entrances to the site.

## 17 Violence and Aggression

17.1 Violence and harassment in both physical and verbal forms will not be tolerated within Queensgate Foundation Primary School, either between employees or between employees and non-employees.

17.2 Employees shall report all incidents of violence to their line manager.

17.3 Disciplinary action will be taken against employees being the source of such behaviour.

17.4 Action against non-employees who are the source of violent, harassing, or threatening behaviour may prohibit them entry to Queensgate Foundation Primary School premises.

17.5 Queensgate Foundation Primary School will ensure a person is responsible for ensuring the process of recording and follow up action that is required.

## 18 Safe Systems of Work (SSW)

18.1 To ensure some types of SSW, such as working at height, is done safely, it is necessary for us to prepare SSW, a procedure which details how the work shall be carried out.

18.2 This will be used along with the risk assessment to ensure all potential hazards are known about and how to conduct the work as safely as possible.

## 19 Training

19.1 Queensgate Foundation Primary School will ensure that all employees with responsibilities for health and safety are competent. This will be reinforced with the appropriate training.

19.2 The responsibility for health and safety training and/or refresher training rests with Queensgate Foundation Primary School.

19.3 Training records will be maintained for all employees and periodic examination of these will take place. Appropriate training shall be provided if training needs are identified.

## **20 Lone Working**

20.1 It is recognised that staff at some point may be required to work outside normal working hours. If this is necessary, then staff must either ensure there is another person in the building with them or they must make provisions to be in contact with somebody always i.e. checking in with another member of staff at periodic intervals.

## **21 New and Expectant Mothers**

21.1 Queensgate Foundation Primary School recognise the fact that new and expectant mothers (NEM) are at an increased risk of an injury to themselves and their unborn child or an injury to others who may be affected by their actions.

21.2 To ensure the safety of the NEM the management of potential risks is required. This is done by a risk assessment carried out by a competent person and the implementation of any controls to eliminate or reduce risk.

21.3 The NEM will be allowed to take the appropriate rest breaks and a safe place to rest.

21.4 The responsibility of the NEM risk assessments are with Queensgate Foundation Primary School.

## **22 Insurance cover**

22.1 Queensgate Foundation Primary School has appropriate insurance in place as arranged by the Local Authority.

22.2 Additionally, Queensgate Foundation Primary School will ensure all staff have:  
:

- Occasional business motor use (for staff using their own vehicles on Queensgate Foundation Primary business).

All policies are renewed annually. .

## **23 Food Hygiene**

23.1 With respect to its kitchen practice, Queensgate Foundation Primary will comply with the requirements set out in the Food Safety Act 1990, the Food Hygiene (England) Regulations 2013 and the Food Information Regulations 2014.

## **24 Parking**

24.1 There are clearly designated areas for staff, visitors' and disabled persons' to park. All drivers using disabled parking bays will be required to display their Blue badge.

24.2 Pupils are not allowed in these areas unless they are accessing the school mini bus with supervision.

## **25 Mental Health**

- 25.1** Queensgate Foundation Primary is committed to supporting the well-being of all students and staff and will ensure that all reasonable steps are undertaken to promote their positive mental health.
- 25.2** Pupils have access, as required and as appropriate, to a range of external service providers including counselling services provided by The Youth Trust, a child and adolescent psychotherapist and CAMHS.
- 25.3** Queensgate Foundation Primary Staff Absence Management policy is adhered to rigorously, with return to work interviews undertaken in relation to all staff sickness absences of whatever nature and duration. To support their positive mental health, staff may be referred to a range of relevant external professionals depending upon the nature of their needs.

### **Other related policies/documents**

The following Queensgate Foundation Primary policies/guidelines/documents should be read in conjunction with this policy:

- accessibility plan.
- alcohol, smoking and substance abuse policy.
- anti-bullying policy.
- pupil behaviour, discipline,
- child protection and safeguarding policy.
- code of conduct.
- fire evacuation procedures.
- first aid policy.
- ICT policy (including acceptable use and social media policies);
- infection control policy.
- intimate care policy.
- lone working guidelines.
- medication policy.
- missing student policy.
- premises' management policy.
- risk assessment documents.
- Staff management policy.
- mini bus policy.
- whistle-blowing policy.

These policies/guidelines, along with all other policies and guidelines, are available on Queensgate Foundation Primary network drive