



Glebe School

# Health & Safety Policy

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# 1. Legal Framework

- 1.1 This policy has due regard to statutory legislation including, but not limited to, the following:
- Health & Safety at Work etc. Act 1974
  - Workplace (Health, Safety & Welfare) Regulations 1992
  - Management of Health & Safety at Work Regulations 1999
  - Control of Substances Hazardous to Health Regulations 2002
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
  - Personal Protective Equipment Regulations 1999
  - The Education (School Premises) Regulations 1999
- 1.2 This policy has due regard to national guidance including, but not limited to, the following:
- DfE 'Health and safety: responsibilities and duties for schools' 2018
  - DfE 'Safe storage and disposal of hazardous materials and chemicals' 2017
  - HSE 'Sensible health and safety management in schools' 2014
  - DfE 'Keeping children safe in education' 2022
- 1.3 This policy should be used in conjunction with the school's policies and procedures, which can be found in the school's Health and Safety Manual located in the school office.

# 2. Statement of Intent

- 2.1 At Glebe school we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.
- 2.2 We are committed to:
- Providing a productive and safe learning environment;
  - Preventing accidents and any work-related illnesses;
  - Compliance with all statutory requirements;
  - Minimising risks via assessment and policy;
  - Providing safe working equipment and ensuring safe working methods;
  - Make arrangements for the provision of a suitable occupational health service for staff;
  - Including all staff and representatives in health and safety decisions;
  - Monitoring and reviewing our policies to ensure effectiveness;
  - Setting high targets and objectives to develop the school's culture of continuous improvement;
  - Ensuring adequate welfare facilities are available throughout our school;
  - Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable

# 3. Duties of the Board of Trustees

- 3.1 The Board of Trustees, in consultation with the Head Teacher, will:
- Ensure familiarity with the requirements of the appropriate legislation and codes of practice;
  - Create and monitor a management structure responsible for health and safety in the school;
  - Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all;
  - Periodically assess the effectiveness of the policy and ensure any necessary changes are made;
  - Identify risks relating to the possible accidents and injuries, and make reasonable adjustments to prevent them occurring

3.2 The Board of Trustees endeavours to provide:

- A safe place for all users of the site including pupils, staff and visitors.
- Safe means of entry and exit for all site users;
- Equipment, grounds and systems of work which are safe;
- Safe arrangements for the handling, storage and transportation of any articles and substances;
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance;
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner;
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

## 4. Duties of the Head Teacher

4.1 The Head Teacher has the overall responsibility for the day to day development and implementation of safe working practices and conditions for all staff, pupils and visitors.

4.2 The Head Teacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the heads of appropriate departments and other members of staff.

4.3 The Head Teacher will designate a competent health and safety officer to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the Local Authority and the Health and Safety Executive (HSE) where necessary. The health and safety officer is the School Business Manager (SBM).

## 5. Staff with Special Responsibility

5.1 The SBM will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments

5.2 The following staff members have special responsibility:

- Deputy Head Teachers
- Heads of Years/Departments
- Medical Officer
- First Aiders
- SBM

5.3 These staff members will be responsible for:

- ensuring the effective control of risks within the specific areas under their control;
- the purchase, inspection and maintenance of equipment;
- the coordination of the school's health and safety policy in their own department or area of work;
- resolving health, safety and welfare issues referred to them by members of staff or pupils within their areas of responsibility;
- ensuring that risk assessments are carried out when necessary, and on a regular basis with the overall programme of the school;
- obtaining relevant advice and guidance on health and safety matters.

## 6. Duties of all members of staff

### 6.1 All members of 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;
- Co-operate with their employers on health and safety matters;
- Carry out their work in accordance with training and instructions;
- Inform the SBM/ Premises Manager of any work situation representing a serious and immediate danger, so that remedial action can be taken;
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety;
- Avoid any conduct which puts themselves or others at risk;
- Be familiar with all requirements laid down by the Board of Trustees;
- Ensure all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place;
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will not allow improper use of such equipment;
- Use the correct equipment and tools for the job and any protective clothing supplied;
- Ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate;
- Report any defects in equipment or facilities to the designated health and safety officer;
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate;
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents;
- Exercise good standards of housekeeping and cleanliness;
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils;
- Acquaint themselves with, and comply with, the procedure to follow in case of fire or other emergency;
- Wear their staff identity badge at all times so it is readily visible whilst in the school buildings.
- Dress in a manner appropriate to their role and to remain safe; clean and neat, no flip flops or ripped clothing.

## 7. The Pupils

### 7.1 Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others;
- Dress in a manner that is consistent with safety and hygiene standards;
- Respond to the instruction of staff given in an emergency;
- Observe the health and safety rules of the school;
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.

## 8. Obligations of Contractors

8.1 When the school is used for purposes not under the direction of the Head Teacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under control.

- 8.2 Contractors are required to provide completed risk and other assessments including method statements before works are allowed to commence.
- 8.3 Contractors will inform the SBM/ Premises Manager of all potential risks to staff, pupils and visitors.
- 8.4 Contractors work areas will be segregated from pupils wherever possible.
- 8.5 Contractors will ensure that machinery and site tools are guarded at all times.
- 8.6 Site deliveries times will be managed to ensure the safety of pupils and staff.
- 8.7 Contractors will wear easily identifiable uniforms or visitors badges whilst on school premises.

## 9. Training

- 9.1 The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in school.
- 9.2 The Head Teacher will ensure that there are an appropriate number of first-aid trained staff members working across the school.
- 9.3 Staff members will be provided with regular training opportunities and have access to support where needed.
- 9.4 Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of Glebe School.

## 10. First-aid

- 10.1 Glebe School will act in accordance with the First Aid Policy at all times.
- 10.2 The school will ensure ample provision is made for both trained personnel and first-aid equipment on site. The lead first aider/medical officer is responsible for their secure storage and use.

## 11. Contacting the emergency services

- 11.1 Following an accident/injury, the medical officer or first aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim.
- 11.2 If there is no first aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

## 12. Fire safety

- 12.1 All staff members fully understand and effectively implement the Fire Evacuation Plan.
- 12.2 The Head Teacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 12.3 The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 12.4 The school will test evacuation procedures on a termly basis.
- 12.5 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 12.6 Firefighting equipment will be checked on an annual basis by an approved contractor.
- 12.7 Fire alarms will be tested weekly from different break glass fire points around the school and online records will be maintained by the premises team.
- 12.8 Emergency lighting will be tested on a monthly basis, and online records will be maintained by the premises team.
- 12.9 Staff must not bring flammable substances into school. Any flammable substances purchased for School use are stored appropriately, see section 23 Hazardous Materials.

## 13. Electrical Safety

13.1 The following procedure is adhered to in the use of electricity:

- staff are not permitted to bring in personal items of electrical equipment, including phone chargers, as untested equipment poses a fire risk, (unless cleared first with the premises manager). Staff bringing in any electrical items from home will be asked to produce a receipt confirming the item/s are less than 1 year old.
- all portable electrical appliances are tested annually; unless under 1 year old, under warranty. no one is allowed to work on any electrical circuitry or equipment unless competent to do so;
- staff are aware of the dangers of trailing cables and are forbidden to have trailing cables across walkways;
- staff are instructed to visually check each item of electrical equipment before it is used and to look for signs of burning, damaged cables, loose covers etc.;
- any faults must be reported immediately and the plant/equipment must be removed from use immediately.

## 14. Accident Reporting

14.1 All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible to the SBM using the standard Accident Report Form.

14.2 The SBM will be responsible for informing the Head Teacher if the accident is reportable as outlined by the HSE.

14.3 More in-depth information concerning reporting accidents and near-misses can be found in the Accident Reporting Procedure.

## 15. Significant accidents

15.1 Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

15.2 The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury;
- Accidents resulting in employees being away from work or being unable to perform their normal duties for more than seven consecutive days (this seven day period does not include the day of the accident);
- Fractures, other than to fingers, thumbs or toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes;
- Any crush injury to the head or torso, causing damage to the brain or internal organs;
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs;
- Any degree of 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 head induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours;

### 15.3 Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment;
- The explosion, collapse or bursting of any closed vessel or pipework;
- Electrical short circuit or overload resulting in a fire or explosion;
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- Any accidental release of a biological agent likely to cause severe human illness;
- Any collapse or partial collapse of scaffolding over five metres in height;
- When a dangerous substance being conveyed by road is involved in a fire or released;
- The unintended collapse of any building or structure under construction, alteration or demolition, including floors or walls;
- Any explosion or fire resulting in the suspension of normal work for over 24 hours;
- Any sudden, uncontrolled release in a building of: 200kg or more of a flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air;
- Accidental release of any substances which may damage health;
- Serious gas incidents;
- Poisonings;
- Skin diseases including but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma;
- Infections including, but not limited to: Covid-19, leptospirosis, hepatitis, anthrax, legionella, tetanus;
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

## 16. Reporting Procedure

- 16.1 Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the SBM or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 16.2 The person will complete the relevant report on the HSE website:  
<http://www.hse.gov.uk/riddor/report.htm>
- 16.3 The HSE no longer accept written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above web address).
- 16.4 Fatal and specified injuries as outlined in 13.2, will also be reported using the online service.

## 17. Reporting Hazards

- 17.1 Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 17.2 In the main, reporting should be conducted verbally to the premises team or SBM as soon as possible, who will then inform the Head Teacher as appropriate.



## 18. Accident Investigation

- 18.1 All accidents, however small, will be investigated by an appointed party, and the outcomes recorded.
- 18.2 The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 18.3 After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 18.4 The health and safety officer will undertake regular evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

## 19. Our Active Monitoring System

- 19.1 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievements of objectives. Our procedure for actively monitoring our system includes:
  - Regularly examining documents to ensure compliance with standards;
  - Regularly inspecting premises, plant and equipment;
  - Annual audits, including fire risk assessments and health and safety audits;
  - Regular reports and updates to the Head Teacher and board of trustees;
  - External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## 20. Evacuation and Lockdown Procedures

- 20.1 Glebe School will follow the procedure outlined in the Emergency Evacuation Plan and Lockdown Procedures in the event of a crisis.
- 20.2 In the event of a fire, the Fire Evacuation Plan will be implemented.
- 20.3 Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
  - Where is it?
  - In which building is it and on what floor?
  - What time will the bomb go off?
  - What does the bomb look like and what colour is it?
  - What type of bomb is it and what type of explosive?
  - Who are you?
  - Why are you doing this?
  - Do you have a code word?
- 20.4 Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 20.5 Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police. Where possible, recording devices will be used whilst receiving a bomb threat. Office staff have immediate access to a template to record relevant information.
- 20.6 The staff member receiving the call will contact the Head Teacher immediately, who will then alert the police and the LA. The Head Teacher will decide whether or not to evacuate the building
- 20.7 If an evacuation due to a bomb threat is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by mobile phone or radio:
- The evacuation will then take place as per fire evacuation procedures, except staff will be instructed to:
  - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
  - Take all personal items with them to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

## 21. Visitors to the School

- 21.1 All visitors to the site will be managed in accordance with the school's Visitors Policy.
- 21.2 All visitors will sign in at reception. Once signed in & required ID/ DBS checked, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- 21.3 No contractor will carry out work on the school site without the express permission of the premises manager or SBM other than in an emergency or to make the school site safe following theft or vandalism.
- 21.4 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- 21.5 Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 21.6 Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- 21.7 Cleaning and catering contractors will wear an easily identifiable uniform or badge at all times.
- 21.8 Temporary teaching staff, students and work experience assistants will inform reception of their presence by reporting to reception on arrival and signing in.
- 21.9 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off-site.
- 21.10 Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

## 22. Personal Protective Equipment (PPE)

- 22.1 Glebe School provides employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE. These hazards will be identified through the school's risk assessment process.
- 22.2 On occasion, government may issue guidance regarding the use of PPE to protect against a specific hazard, for example during the Covid-19 pandemic. The school will follow the guidance provided by government or the health protection agencies.
- 22.3 PPE means all equipment worn, or held by, staff or pupils which is designed to protect them from specified hazards.
- 22.4 All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will be supplied with PPE when appropriate.

- 22.5 Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to their superior/class teacher.
- 22.6 The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 22.7 The wearer will ensure that they use and dispose of the PPE provided correctly in accordance with instruction.
- 22.8 For staff who are required to wear PPE, the correct procedure for donning and doffing PPE is:

Donning PPE (wash hands or sanitise before and after donning)	Removing PPE (wash hands or sanitise between each stage)
Apron	Gloves
Mask	Apron
Goggles	Goggles
Gloves	Mask

- 22.9 With regard to facemasks, wearers must ensure that:
- The mask covers the nose and mouth.
  - The mask fits over the chin, and firmly attach behind the ears.
  - The mask does not dangle from the ears.
  - They wash their hands thoroughly after removing a face mask and before donning a new face mask;
  - Facemasks are only worn once and are replaced after removing for eating or drinking.
  - Moist or damaged facemasks are replaced.
  - Facemasks are disposed of safely in a bin and in a manner which minimises contamination.
- 22.10 PPE will not be worn if the hazard caused by wearing it, is greater than the hazard it is intended to protect the wearer from e.g. gloves if that means reducing sensitivity/control of the equipment being used.
- 22.11 Pupils often need to wear PPE in science and technology lessons. The provision of such PPE is required, for example, under CLEAPSS risk assessments. CLEAPSS guidance indicates the appropriate PPE to be used in relation to both staff and pupils and should be used in conjunction with lesson plans where relevant.
- 22.12 Thorough risk assessments are carried out by the class teacher to determine the suitable PPE to be used for each hazard, and these are reviewed on an annual basis.
- 22.13 Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

## 23. Maintaining Equipment

- 23.1 When not in use, PPE will be properly stored, kept clean, and in good repair.
- 23.2 Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:
- All electrical appliances
  - All fixed gymnasium equipment
  - Any workshop equipment e.g. lathes and kilns

- All fume cupboards
- Lifts

- 23.3 A monitoring record will be maintained by the SBM of all periodic equipment inspections undertaken.
- 23.4 It is the responsibility of the SBM to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

## 24. Hazardous Materials

- 24.1 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 24.2 Hazardous substances will be labelled with the correct hazard sign and contents label.
- 24.3 Storage life will be considered by heads of departments. All controls of Substances hazardous to health (COSHH) and ionising radiations regulations will be adhered to.
- 24.4 Glebe School will act in accordance to the school's COSHH Policy at all times.
- 24.5 Either the health and safety officer or the Head of Department is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
- 24.6 Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 24.7 Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- 24.8 No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practice curriculum.
- 24.9 Where a substance has a workplace exposure limit, control measures will ensure that exposure is below that limit.
- 24.10 Control measures will be checked and reviewed on a regular basis to ensure continued effectiveness, even when they are known to be reliable.

## 25. Asbestos Management

- 25.1 In accordance with HSE guidance, an asbestos management survey was undertaken on 11<sup>th</sup> June 2014 by Armstrong York Asbestos Environmental Ltd, which is a United Kingdom Accreditation Service accredited surveying organisation.
- 25.2 As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.
- 25.3 To ensure the health and safety of those in our School, the following steps are taken:
- A 'management survey' of asbestos-containing materials (ACMs), has been completed by a specialist contractor;
  - The School maintains a plan in the SBM's Office for the ACM which is located on the premises;
  - All staff and relevant contractors working in these areas are instructed that there must be no drilling or other disturbance to the ACM;
  - Areas containing ACM are inspected regularly for evidence of disturbance or deterioration. The outcome is recorded at least annually;
  - Contractors working in the relevant areas are informed of the presence of ACM and sign the Asbestos Register;
  - Small, short duration tasks may be carried out by non-licensed workers, provided that they have the appropriate information, instruction and training, and the correct measures are taken;

- Higher risk work, such as the removal of asbestos, will be completed by a contractor licensed by the HSE. The school may need to notify the HSE of some types of non-licensed work;
- Any waste materials containing asbestos will be disposed of by a licensed contractor;
- The emergency services are informed of the presence of ACM if they attend;
- Asbestos Management training is undertaken by relevant staff;
- The management of ACM is kept under review.

## 26. Medicine and Drugs

26.1 The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to by all staff.

## 27. Smoking

27.1 The school is a non-smoking premises and no smoking will be permitted on the grounds.

## 28. Housekeeping and Cleanliness

28.1 Contract cleaners will be monitored by the Premises Manager and School Business Manager. The standard required will be clear in the contract held with the contracted cleaners.

28.2 Special consideration will be given to hygiene areas.

28.3 Waste collection services will be monitored by the site manager.

28.4 Special consideration will be given to the disposal of laboratory materials and clinical waste.

28.5 The Head Teacher is responsible for ensuring the school is at a safe temperature for the staff and pupils to work in. Rooms will be kept at a minimum of 15° for areas of high physical activity, or 18° for areas of normal physical activity (as per the Education (School Premises) Regulations 1999), with a constant supply of fresh air.

## 29. Infection Control

29.1 Glebe School actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- Infection Control Action Plan (see Appendix 1)

29.2 Glebe School employs good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet;
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school;
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance;
- Providing PPE where necessary;
- Immediately cleaning spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste;

- Washing all laundry in a separate dedicated facility and washing any soiled linens separately;
  - Hygienically bagging any pupil's soiled clothing to go home and never rinsing it by hand.
  - Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor;
  - If applicable to the medical needs of a pupil, providing a secure sharps bin, out of reach of pupils, for the disposal of sharps;
  - Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises.
- 29.3 Staff and pupils displaying signs of infection such as rashes, vomiting, diarrhoea etc. will be sent home and recommended to see a doctor.
- 29.4 All staff are subject to an occupational health check before starting employment at Glebe School.
- 29.5 Glebe School keeps up to date with national and local immunisation scheduling and advice.
- 29.6 Where there is an increased risk of infection within the school, or wider community, the SLT will invoke the school's procedures, as outlined in the Infection Control Action Plan at Appendix 1.
- 29.7 For further guidance read the Public Health England Guidance: Infection Control in Schools and Other Childcare Settings within the Health & Safety Manual.

## 30. Risk Assessment

- 30.1 The Head Teacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.
- 30.2 Regular assessments of high risks areas, such as laboratories will be undertaken.
- 30.3 Annual risk assessments will be undertaken for all other areas of the school.
- 30.4 Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 30.5 Risk assessments will be carried out for staff where required, such as for pregnant workers.
- 30.6 The board of trustees will be informed of risk assessments when deemed necessary; allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 30.7 The EVC, (Educational Visits Co-ordinator) will ensure risk assessments (using EVOLVE form) are completed by staff leading day trips or residential stays.

## 31. Slips and Trips

- 31.1 In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:
- Identify the hazards – risk factors considered include:
    - Environmental (weather, floor, steps, slopes etc.)
    - Contamination (water, food, litter etc.)
    - Organisational (task, safety, culture etc.)
    - Footwear (suitable footwear for pupils/staff etc.)
  - Decide who might be harmed and how;
  - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced;
  - Record the findings;
  - Review the assessment regularly and revise if necessary.

## 32. Security and Theft

- 32.1 Policy and procedures to reduce security risks are addressed in the Security Plan.
- 32.2 Closed circuit television (CCTV) systems will be used to monitor events and identify incidents taking place.
- 32.3 CCTV systems may be used as evidence when investigating reports of incidents.
- 32.4 Money will be held in a safe or strong cupboard and banked on a regular basis to ensure large amounts are not held on site. Insurance covers up to £5000 to be in transit to the bank.
- 32.5 Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.
- 32.6 Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 32.7 Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 32.8 All members of staff are expected to take reasonable measures to ensure the security of the school equipment being used.
- 32.9 Missing or believed stolen equipment will be reported immediately to a senior staff member.

## 33. Severe Weather

- 33.1 The Head Teacher makes a decision on school closure on the grounds of health and safety.
- 33.2 If a closure takes place the board of trustees, pupils and families will be promptly informed.
- 33.3 School grounds (entrances, car park, pathways) will be cleared and gritted as soon as possible

## 34. Safe Use of Minibuses

- 34.1 The Premises Manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.
- 34.2 Drivers will have a current licence, be aged 25 years or over, and hold a full licence in Category D or passenger carrying vehicles.
- 34.3 Drivers will provide a copy of their driving licence. Staff who drive minibuses MUST advise of convictions/ points if received after showing their licence.
- 34.4 The minibus will carry strictly one person per seat and seat belts will be worn at all times.
- 34.5 Fines accrued will be paid by the driver at the time the offence was committed, unless the Head Teacher gives specific instruction to use his discretion to waive this condition.
- 34.6 Any potential risks or defects identified with the minibuses must be reported by the driver upon return to school to the School Business Manager.
- 34.7 Minibuses will be parked in designated bays within the school grounds, away from the general movement of pupils.
- 34.7 Refer to Minibus Policy for staff members who hold the required licence and have completed specific training to allow them to drive the minibuses.

## 35. School Trips and Visits

- 35.1 Health and safety policy and procedures concerning school trips and visits are contained in the school's Educational Trips and Visits Policy, (EVOLVE).

## 36. Manual Handling

- 36.1 Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- 36.2 All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying.
- 36.3 Where there are manual handling tasks to be carried out then a suitable risk assessment is carried out to determine if the risk can be reduced. Seeking assistance with the task can often reduce the risks for simple handling tasks. Where necessary, a specialist company is employed to move large items of furniture or equipment.
- 36.4 A risk assessment is particularly important where the school has disabled pupils who may need assistance for certain tasks. Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.
- 36.5 Where staff have to carry out manual handling operations then the appropriate level of training is provided.

## 37. Working at Heights

- 37.1 Working at height is defined as work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury
- 37.2 Working at height should be avoided, where it is practicable to do so, but where work at height cannot be avoided, the School has a strategy in place to minimise the risks:
- Staff are informed that they must undertake as much work as possible from the ground.
  - A risk assessment will be completed for all work at height, including specifying control measures to minimise risk.
  - Staff will receive basic instruction where they are required to use a step ladder.
  - Full instruction/ training will be given to the premises team, for example where they are required to use an extending ladder or complete roof work.
  - Equipment provided is suitable, stable and strong enough for the job and is maintained and checked regularly.
  - Materials and objects are stored safely to ensure they won't cause injury if they are disturbed or collapse.
  - Procedures are in place to deal with emergencies.
- 37.3 Members of staff working at height must follow safe working procedures, for example:
- Avoiding working at height where ever possible.
  - Taking reasonable care of their health and safety.
  - By not putting themselves in danger.
  - By never undertaking working at height when they are Lone Working.
  - By not undertaking work at height in poor weather or in other adverse conditions, e.g. on a fragile surface.
  - By not standing on tables or chairs and using the correct equipment, for example a step stool or low step ladder.



- By not overloading or overstretching when working at height.
- Never rushing or cutting corners.
- Stopping for regular breaks and, if possible, changing activity after prolonged periods.
- Informing a member of senior management of any relevant medical conditions.
- Any person, who becomes aware of circumstances involving work at height, where the existing control methods are ineffective, must inform a member of senior management as soon as possible.
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## 38. Lone Working

- 38.1 The School recognises that some staff are required to work by themselves, without close or direct supervision, sometimes in isolated work areas or out of school hours, for example Premises Managers, or those working at home.
- 38.2 Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, an Employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.
- 38.3 The School has the following strategy in place to minimise the risks to Lone Workers by:
- Identifying situations where people work alone and deciding whether systems can be adopted to avoid workers carrying out tasks on their own;
  - Ensuring that a risk assessment is carried out where Lone Working cannot be avoided, which identifies measures to control the risks, as far as possible;
  - Ensuring that lone workers are aware of the risk assessment findings;
  - Ensuring that the risk assessment is reviewed regularly;
  - Instructing employees to report any concerns or incidents to senior management, as soon as possible;
  - Ensuring that appropriate support is given to staff involved in any incident;
  - Providing appropriate training, such as first aid training to lone workers;
  - Providing a mobile phone, where this is felt to be desirable.
  - The management of Lone Working is kept under review.

## 39. Workplace Health and Safety: Stress Management

- 39.1 Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.
- 39.2 Glebe School provides to staff assistance via Maitland Medical, Occupational Health Specialists under their Employee Assistance Programme telephone legal, financial, critical incident and counselling support, GP call back and medical information and online stress coaching.

## 40. Workplace Health and Safety: Display Equipment

- 40.1 Display screen assessments will be carried out by the SBM/ premises manager for teaching staff and administrative staff who regularly use laptops or desktop computers.