



New Forest Small School

Health and Safety Policy

Member of Staff Responsible	Headteacher
Regularity of Review	Annually

STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our staff and students and all persons likely to be affected by our activities including the general public where appropriate. We will cooperate and coordinate with contractors, sub-contractors, and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Ensure that all significant incidents are recorded in an appropriate Incident Report Form and that lessons are learned from these incidents to minimise the risk of them happening again
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff will be instrumental in its implementation.

Please note that this policy is to be read in conjunction with the Premises Management Policy, which covers numerous statutory health and safety issues, including accessibility, asbestos management, car parking and pedestrian/vehicle segregation, construction, contractors, electrical testing, hazardous substances and their control, Legionella management, playground equipment, premises inspections, tree safety and work at height.

This policy is also to be read in conjunction with the school's Fire Safety Policy, Online Safety Policy, Play Policy and Safeguarding Policy.

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at New Forest Small School is held by the Head Teacher who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager

The responsible manager for the premises is the Site Manager who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours, inspections and drills are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities, including incident reporting
- Ensure that lessons learned from significant incidents are effectively communicated to all staff
- Periodically update governing bodies as appropriate
- Produce, monitor and periodically review all local safety policies and procedures
- Remain aware of, and ensure that all staff are advised of, new Government guidance on health and safety, including the 'Stay Safe' guidelines for responding to the terrorist threat*

*For more information on the 'Run-Hide-Tell' guidelines please see the relevant Government website:

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat>

All Staff (including volunteers)

All staff have a statutory obligation to cooperate with the requirements of this policy and have a responsibility to cooperate with staff to achieve a healthy and safe workplace and to take reasonable care of themselves, students and others by:

- Supporting the school health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Ensuring they are aware of the strategy for responding to incidents of terrorism or assumed terrorism
- Reporting safety concerns to the Head teacher
- Reporting any incident that has led, or could have led to damage or injury (**near misses**) by completing an appropriate Incident Report Form
- Assisting in investigations due to accidents, dangerous occurrences or near-misses

- Not acting or omitting to act in any way that may cause harm or ill-health to others
- Undertaking risk assessments as required by the Responsible Manager, including annual risk assessments of their classroom/office/workspace.

Site Assistants

The site assistant/site manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Head teacher. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or the health and safety coordinator and/or RW Safety Solutions as required.

The Head teachers will be responsible for the safe operation of the heating system, including the area where the fuel is stored.

The fire Officer/deputy will ensure that the portable fire extinguishers are serviced annually by a suitable external contractor.

S/he will check the fire extinguishers seals are intact on a monthly basis.

S/he will test the fire call points on a rotational basis, ensuring that all fire call points are tested regularly.

The head teacher/site manager will make regular checks on the condition of the floors, stairs and other areas of the buildings that may prove to be potentially hazardous and repair or organise repair of any defects immediately. She will be jointly responsible with all staff for reporting any hazards or defects within the school grounds. The Head teacher will inform the Site Assistants of any potential hazards or problems that cannot be rectified immediately.

On-Site Health & Safety Coordinator

The Head teacher will manage, advise and co-ordinate local safety matters. She is to work within her level of competence and seek appropriate guidance and direction from the Site Manager , Caretaker and/or RW Safety Solutions as required.

All Teachers & Supervisors

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and especially the procedure for reporting any incidents and learning from them, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Students are required to take reasonable care of themselves and others, observe proper standards of safety, behaviour and dress, observe the safety rules and procedures and not interfere intentionally or recklessly with equipment provided for safety or health.

It is the responsibility of Teachers to ensure that students are aware of and understand the school safety policy and procedures and to ensure that they carry them out. This includes ensuring that students are aware of the 'Stay Safe' guidelines (Run-Hide-Tell) recently issued by the UK Government in response to the terrorist threat, where appropriate.

Students must be reminded of the need to report health and safety concerns to a member of staff and to notify a member of staff immediately if they see anything suspicious or notice anyone, including a fellow student, acting suspiciously.

Health and Safety Monitoring

The Head teachers & staff will monitor and discuss on-site health and safety performance in an on-going nature, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

Fire Safety Coordinator

The Fire Officer/deputy is the fire safety coordinator who is the competent person for fire safety on the premises. They will attend the fire safety coordinator training course and refresh this training every three years. The fire safety coordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety coordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or the onsite health and safety coordinator and/or RW Safety Solutions as required.

Health & Safety Representative

The Head teacher will represent the staff with regard to their health and safety at work. He/she is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

S/he will endeavour to:

- a) monitor the effectiveness of the general safety programme;
- b) maintain throughout the school an awareness and interest in safety matters;
- c) liaise with external bodies concerned with safety;
- d) carry out safety inspections as part of the Health and Safety Team;
- e) inform the Site Assistants of any potential hazards

Subject Leaders and Year Leaders

Subject Leaders are responsible for ensuring that risk assessments are completed on their subject workspaces by teachers.

Subject Leaders and must undertake a risk assessment with pregnant colleagues when this becomes known and at regular intervals as the assessment dictates. The completed risk assessment should be given to the health and safety coordinator.

The Science, Technology, Art and Physical Education teachers will be especially aware of the inherent dangers associated with some of their equipment and activities. Regular termly checks should be carried out to ensure compliance with safety regulations for each department.

In their preparation of schemes of work Subject Leaders, together with the teachers in the department, shall include the teaching of safety and safe practices as an integral part of the curriculum. Students shall frequently be reminded of safety procedures and corrected immediately they fail to act safely and be given a clear explanation of the reason for any particular safety rule.

Accident Investigation

The Headteacher leads on all accidents to staff, visitors and contractors or accidents which are related to site management and accidents which involve students and staff with regards to offsite activities or serious accidents on the school site.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for New Forest Small School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting & Investigation

Any accident, incident or injury involving staff, students, visitors or contractors is to be reported and recorded in the Accident Report Book held in the Office.

An accident report form is completed and signed by the Office Administrator and Head Teacher, and any ongoing health and safety implications of the incident are recorded in writing and acted upon as soon as reasonably practicable. This may include notifying other staff, students, visitors and/or contractors of the potentially hazardous situation and/or restricting access to the area as appropriate.

All significant accidents, incidents and near-misses are to be immediately reported to the Head Teacher/s. The Head Teacher is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The Head teacher will ensure that the External Advisors are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Office Administrator for trend analysis in order that repetitive causal factors may be identified to prevent recurrences.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using the HSE's online RIDDOR F2508 reporting system.

Administration of Medicines

Arrangements regarding medicines are set out in the Administration of Medicines Policy.

Contractors and Construction

Arrangements are set out in the Premises Management Policy.

Community Users/Lettings/Extended Services

Any third party users must have their own public liability insurance since the school is not insured after school hours.

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed.
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Compulsory Display of Notices

The following compulsory notices will be posted in the School Office:

- Details of the person in charge of the first aid box
- Any information necessary to comply with fire legislation
- A certificate of insurance as required by the Employers Liability (Compulsory Insurance) Act 1969
- A thermometer on each floor
- A copy or abstract of relevant regulations (where still relevant)

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Subject Leaders and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art and Drama as issued by CLEAPSS and DfE. Subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Display Screen Equipment

All regular users (mostly the Office Administrator) must complete periodic workstation assessments and any issues will be actioned as necessary. Workstation assessments are to be routinely reviewed at regular intervals. Workstation assessments are accessed online. <http://www.vduhealthandsafety.org>

Electrical Equipment

The Head teacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested annually in accordance with the advice given by the health and safety executive.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is the Site Assistant or other trained member of staff.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the Head teacher in order that it can be added to future PAT testing schedules
- Full records of approved equipment must be maintained in the School Office

Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the Site Manager and attended to as soon as possible.

Arrangements for the inspection of fixed electrical wiring are detailed in the Premises Management Policy.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school's emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced. The emergency evacuation plan will be prominently displayed in all the classrooms, the medical room, the studio, the staff room / kitchen and the school office.

Personal Emergency Evacuation Plans are to be completed by LSAs where appropriate, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

The fire safety coordinator is the immediate point of contact for all fire safety related enquiries on site. The caretaker is the deputy fire safety coordinator and the first contact in the event that the fire safety coordinator is unavailable. Both are competent persons for fire safety on the premises as defined by the Regulatory Reform (Fire Safety) Order 2005(b).

The first safety coordinator with assistance of the caretaker will ensure that:

- All staff are made aware of the fire safety procedures
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Emergency routes and exits are kept clear and checked daily
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training, fire fighting equipment testing and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The results of all tests and checks are recorded in the online Fire Safety Log
- The fire risk assessment is reviewed annually by the Site Manager, and amended as soon as new hazards or required amendments are identified

More information on fire safety is available in the Fire Safety Policy and the Fire Safety Manual.

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

General Equipment

All general equipment requiring statutory inspection and/or testing on site will be inspected by appropriate competent contractors.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept tidy and free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded on a H&S Concern sheet and handed to the Site Manager/Site Assistant.

Monitoring and inspections of individual classrooms will be carried out by teachers. The Head teacher/ Site Manager will walk around the external areas and internal (other than classrooms) on a regular basis and record any concerns in the H&S file.

Routine documented inspections of the premises will be carried out every half year. Inspection findings are to be recorded in the H&S inspection file.

The Head Teacher/Site Manager will notify the Site Assistant of any defects that require immediate attention.

The premises inspection reports will be signed by the Head Teacher and retained on file. Any identified high level risks or safety management concerns are to be actioned via the Site Assistant.

Kitchens

The kitchen equipment is to be used by staff or children during cooking sessions - under strict supervision/guidance of an adult. Pupils (Upper Primary/Secondary) may refresh water at the sink with permission/supervision.

Legionella Management

Arrangements for Legionella risk assessment and management are set out in the Premises Policy.

Lone Working

All lone working is to be approved by the Head teacher and is to be carried out in accordance with the premises lone working risk assessment. The lone working arrangements for staff who may undertake lone working on this site are private lettings, site staff, cleaning staff and the Office Manager.

Moving and Handling

The Head teacher considers staff to be competent on assessing safety during lifting/moving. Where possible all lifting/moving of heavy resources/furniture/equipment should be carried out by either the Site Assistant or Site Manager.

Staff are trained as part of the setting's Safeguarding routines on the regulations regarding manual handling of children.

Any significant moving and handling tasks are to be specifically risk assessed in order to be carried out safely.

Restrictive Physical Intervention Policy/ Play Policy.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Off-site visits procedures and guidance.

Physical Intervention

Arrangements regarding physical intervention are set out in the Restrictive Physical Intervention Policy.

Playground Equipment

Arrangements for the inspection and maintenance of playground equipment are set out in the Premises Management Policy.

Provision of Information

The Site Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings, email distribution, meeting minutes.

Local health and safety advice is available from the Site Manager, and RW Safety Solutions can provide both general and specific advice.

The Health and Safety Law poster is displayed on the noticeboard.

Risk Assessment

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The Head teacher/Site manager are the risk assessors on site who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Head teacher prior to implementation.

Completed risk assessments are listed in the Risk Assessment file and will be reviewed periodically in accordance with each risk assessment's review date as listed.

Safeguarding and Child Protection

Arrangements regarding child protection are set out in the school's Safeguarding and Child Protection Policy.

Security

Security of staff, pupils and visitors is paramount. The front is locked between 9.45am and 3.20pm and supervised for pick up and drop off. All children outside are supervised by at least one member of staff. Visitors are accompanied at all times and seen by appointment only. Pupils have been told to report any suspicious activities/persons.

Smoking

Smoking is not permitted on the premises.

Stress & Wellbeing

New Forest Small School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors and being proactive about staff wellbeing.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon.

Traffic Management

Arrangements regarding on-site traffic safety are based on the site risk assessment and are set out in the Premises Policy.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the Staff Induction Checklist.

The Site Manager is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

Training records are held by the health and safety coordinator who is responsible for coordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Tree Safety

The Site Manager is responsible for ensuring that trees subject to regular public access, especially by children, are inspected regularly for structural damage or decay that may render them unsafe. This should involve a quick visual check for obvious signs that a tree is likely to be unstable and be carried out by a person with a working knowledge of trees and their defects, but who need not be an arboriculture specialist. The Site Manager will ensure that any system that is put in place for managing tree safety is properly applied and monitored and that any concerns about trees are recorded in an appropriate way.

Once a tree has been identified by a check to have a structural fault that presents an elevated risk, action should be planned and taken to manage the risk. Any arboricultural work required should be carried out by a competent arboriculturist; as such work tends to present a relatively high risk to the workers involved.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Violent incident reporting is totally confidential.

Visitors

All visitors must initially wait at the front entrance to be let in, where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will sign the visitor book and be provided with health and safety information.

Work at Height

Work at height is always to be undertaken in accordance with the school's general or specific work at height risk assessments. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to non-essential users using the Children's Services *Stepladder & Steps Safety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment

- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties

Workstation Assessment

The Site Manager is responsible for performing a suitable and sufficient analysis of work stations used by users to enable an assessment of the health and safety risks to be carried out. A user means an employee who habitually uses Display Screen Equipment as a significant part of their normal work. This assessment will need to be reviewed or updated if there is a significant or major change to the equipment, the environment, the furniture, the task or the software. Where a work station is relocated then it should also be re-assessed.

Review and monitoring of this policy

This policy will be reviewed annually by the Head teacher in liaison with the Site Manager/Site Assistant.

The effectiveness of this policy and the practice within it will be routinely monitored during the year. Feedback is given on all key health and safety issues at staff meetings. This will incorporate a review of fire safety and evacuation procedures and regular periodic check records. The filing system holds the information relating to training expiry dates, training requirements, risk assessments, testing of equipment, room checks and is a key component in the effective management of health and safety monitoring at the school.

Related Policies/Procedures:

Administration of Medicines Policy
 Safeguarding and Child Protection Policy
 Fire R/A
 Emergency evacuation Procedures
 Lone Working Policy
 First Aid Policy
 Off Site Activities Policy
 Security R/A
 Restrictive Physical Intervention Policy.
 Play policy