

## **HEALTH AND SAFETY PROCEDURES AND ARRANGEMENTS**

### **Introduction**

The following procedures and arrangements have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to each school.

Information, further advice and guidance and model risk assessments are available from Judicium acting as the Trust's competent person by email, phone and/or each school's Judicium web portal.

### **Accident and Incident Reporting**

As set out in Appendix 3 – Accident Reporting and Investigation Procedure

### **Asbestos**

As set out in Appendix 4 - Asbestos Management Policy.

### **Control of Infections**

Follow the guidance set out in “Health protection in schools and other childcare facilities - A practical guide for staff on managing cases of infectious diseases in schools and other childcare settings” available from:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Reference may also be made to the “Spotty Book”- Notes on infectious diseases in Schools and Nurseries from the Public Health England South West Health Protection Team

<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2019/09/spotty-book-2019-.pdf>

COVID19: Public Health England guidance is to be followed, with reference to Department for Education and Local Authority guidance as appropriate.

### **Curriculum Safety** (including out of school learning activities)

Risk assessments must be in place for curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

The Trust Educational Visits policy should be followed for educational visits.

### **Display Screen Equipment**

DSE assessments must be completed for those staff meeting the criteria of usage.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### **Electrical Safety**

The hard wiring system must be inspected every five years by a competent person and any identified remedial work undertaken without delay.

All portable electrical equipment must be tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Health and Safety Leader or the **Facilities Manager**.

Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

### **Fire Precautions and Emergency Procedures**

As set out in Appendix 5 - Fire Safety Management Policy.

### **First Aid**

Schools should have procedures which meet local needs and comply with the statutory requirements of The Health and Safety (First-Aid) Regulations 1981

<https://www.hse.gov.uk/pubns/priced/l174.pdf>

and the EYFS Statutory Framework where appropriate

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Procedures should be consistent with the Trust policy on *Supporting pupils at school with medical conditions*

Reference may also be made to the DfE First aid in schools - Good Practice guide:

<https://www.gov.uk/government/publications/first-aid-in-schools>

### **Hazardous Substances**

All cleaning and maintenance products that may be hazardous to health must be assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Health and Safety Leader.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens

- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

Substances used in D&T and science must be assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

### **Lettings/shared use of premises/use of Premises outside School Hours**

Any use of the premises outside school hours must be assessed for safety considerations including insurance, staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

### **Lone Working**

As set out in the Trust *Lone Working* policy

### **Managing Medicines & Drugs**

Schools should have procedures which meet local needs and comply with the Trust policy on *Supporting pupils at school with medical conditions*

### **Maintenance and Inspection of Equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the **Facilities Manager**.

All faulty equipment must be taken out of use and reported to the Health and Safety Leader or the Facilities Manager. Staff must not attempt to repair equipment themselves.

### **Manual Handling and Lifting**

Any significant manual handling tasks must be risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### **PE Equipment**

All PE equipment must be suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments must be completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats must be formally inspected

annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use.

### **Personal Protective Equipment (PPE)**

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

During COVID19 schools should follow Public Health England and DfE guidance on PPE use

### **Risk Assessments**

Potential hazards must be identified and risk assessments completed for all significant risks in the school.

### **Security/Violence**

Regular checks of school site security including boundary walls /fences, entrance points, outbuildings and external lighting must be carried out.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher.

### **Site Maintenance**

The safe maintenance of the school premises and grounds and cleaning standards must be maintained with routine inspections of the site to check this.

All staff are responsible for reporting any damage or unsafe condition immediately.

### **Smoking**

It is illegal to smoke anywhere on the school premises.

### **Staff Training & Development**

There will be an annual assessment of the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and annually on INSET days.

### **Stress**

As set out in the Trust *Stress management* policy

### **Swimming**

Each venue must be visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility's Normal Operating Procedures.

### **Visitors**

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors will be managed as set out in Appendix 6 – Contractor Management

### **Working at Height**

All ladders conform to BS/EN standards and are maintained as appropriate.

Risk assessments are completed for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. If you need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted. Do not work at height when you are alone.

### **Driving at work**

As set out in Appendix 2 – Driving Policy

**WIMBORNE**  
Academy Trust

Appendix 1

HEALTH AND SAFETY ORGANISATIONAL CHART



