

**HEALTH AND SAFETY POLICY – APPENDIX 1
PROCEDURES AND ARRANGEMENTS**

WIMBORNE ACADEMY TRUST

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Reviewed Annually

WIMBORNE

Academy Trust

HEALTH AND SAFETY POLICY – APPENDIX 1 PROCEDURES AND ARRANGEMENTS

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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 identified necessary 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 their line manager 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/l74.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 Premises Manager.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

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 Premises Manager.

All faulty equipment must be taken out of use and reported to the Premises 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 and playground Equipment

All PE and playground 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 staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats and playground equipment 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 and playground 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 and wellbeing

As set out in the Trust *Stress management* and *Wellbeing* policies

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

Water hygiene management (control of Legionnaire' disease)

Competent persons will be engaged to manage the water system and control the spread of legionella bacteria.

The school will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective;

The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

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

Appendix 1 – Organisational chart

HEALTH AND SAFETY ORGANISATIONAL CHART

