



incorporating:  
• Safety Rules

# HMFA Health and Safety Policy

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<b>Reviewer</b>	<b>Stewart Morehead</b>
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## Health & Safety Policy

### 1.0 General Statement of Policy

- 1.1 The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.
- 1.2 The HMFA Trust recognise their responsibility under the Health, Safety and Welfare at Work Act (1974) and subsequent legislation, so far as is reasonably practicable, to:
  - a) provide safe systems of work, plant and equipment;
  - b) provide for the safe use, handling, storage and transport of articles and substances;
  - c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
  - d) provide a safe place of work with safe means of access and egress for all persons using the premises;
  - e) provide a safe and healthy working environment with adequate welfare arrangements;
  - f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- 1.3 The HMFA Trust recognise the importance of Safety Information in respect of maintaining a safe and healthy place of work for the staff and pupils of the school.
- 1.4 The HMFA Trust recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult a Health and Safety Officer of Herefordshire Council or such other persons as may be necessary.
- 1.5 The HMFA Trust recognise the need to ensure that sufficient funds are reserved for the maintenance of those items of premises and equipment where financial responsibility has been delegated to them.
- 1.6 The Trust recognise the need to consult staff on matters of health and safety and appoint an Assets Manager or a Safety Representative through their recognised trade unions or professional associations. The Trust will accommodate the establishment of a School Safety Committee if required on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.
- 1.7 The School's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free environment. All employees and pupils will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.
- 1.8 The School also recognises and accepts its duty to protect the health and safety of all visitors to the School, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.
- 1.9 While the management of the School will do all that is within its powers to ensure the health and safety of its employees and pupils, it is recognised that health and safety at work is the responsibility of each and every individual associated with the School. It is the duty of each employee and student to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.
- 1.10 If anyone is unsure how to perform a certain task or feels it would be dangerous to perform a specific task then it is their duty to report this to their teacher or line manager. An effective health and safety programme requires continuous communication between all levels. It is therefore

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everyone's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.

- 1.11 All injuries, however small, sustained by any person must be reported to a School Office & recorded. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.
- 1.12 This policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed and updated at least every 12 months. Audits will be undertaken at regular intervals with the outcome contributing to the review process.

### **2.0 Safety Personnel**

- 2.1 Overall and final responsibility for health and safety in School lies with the HMFA Trust but is monitored by the Headteacher.
- 2.2 The person responsible for overseeing, implementing and monitoring the policy is the Headteacher.
- 2.3 Class teachers are responsible for health & safety in their particular areas and staff must report any health & safety concerns to the Headteacher.

### **3.0 Safety Representatives (Appointed by Trade Unions/Professional Associations)**

- 3.1 The Health, Safety and Welfare at Work Act 1974 provides for the appointment of safety representatives by recognised trade unions. Such representatives are elected by the union membership among the school's staff.
- 3.2 Union Appointed Safety Representatives may not act as School Safety Officers, though their expertise can be very useful, given the training that the unions provide.
- 3.3 Safety representatives have the right to:
  - a) Carry out termly inspections of the premises and submit a written report to the Headteacher.
  - b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
  - c) Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
  - d) Represent the staff/union membership on school safety committees.
  - e) Receive such training as may be necessary for them to perform their duties.

Provided they have been properly appointed and their appointment notified to the LA by the relevant trade union, safety representatives should receive time off with pay to perform their duties.

### **4.0 Communication & Information**

- 4.1 The Headteacher sees communication between staff at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of direct contact.
- 4.2 The Headteacher will endeavour to communicate to employees his/her commitment to safety and to ensure that employees are familiar with the contents of the Health & Safety Policy and supporting documentation. Communication with employees may be orally, in the form of directions and statements, in writing, or in the form of directives and this policy statement.

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### **5.0 Educational Trips, Journeys & Visits**

- 5.1 The school conducts off-site trips and journeys in accordance with the guidelines contained in the Herefordshire Council booklet "Off Site Visits and Guidance", which is kept in the Headteacher's Office and available online.

### **6.0 Co-operation & Care**

- 6.1 All employees and pupils are expected to co-operate and to accept their duties under this policy. Disciplinary action may be taken against any employee or pupil who violates safety rules or who fails to perform his or her duties under this policy.
- 6.2 Employees and pupils have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the School.
- 6.3 All cleaning staff need to ensure that safe and correct working methods are followed at all times.
- 6.4 Any problems or defects noticed by staff in relation to school buildings, property or equipment and which pose a potential threat to the health and safety of the school community must be reported to the Headteacher/Site Manager.

### **7.0 Safety Training**

- 7.1 Safety training will be provided in respect of any potentially hazardous duties requested of staff. Where relevant, such training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned.
- 7.2 Any arrangements for health and safety training of existing or new staff will be dealt with by the Headteacher, and appropriate staff training records will be maintained.

### **8.0 Risk Assessment**

- 8.1 The HMFA Trust recognise their responsibilities to ensure that any significant risks arising from work activities are assessed (as required under the Management of Health and Safety at Work Regulations 1992, the Health and Safety (First-Aid) Regulations 1981, the Control of Substances Hazardous to Health (COSHH) Regulations 1988, the Manual Handling Regulations 1992, the Regulatory Reform (Fire Safety) Order 2005 and the Display Screen Equipment Regulations 1992). A Risk Assessment Register is kept.
- 8.2 Risk Assessment will be carried out as required by suitably trained staff and reported to the Headteacher who will document their findings in the Risk Assessment Book.
- 8.3 Staff should ensure that resources are made available to provide any additional control measures deemed necessary as a result of risk assessments.

### **9.0 Workplace Inspections**

- 9.1 An agreed workplace inspection regime will be established and maintained. Staff will be responsible for ensuring that inspections are carried out within their areas at the agreed intervals and using the standard inspection checklist and reporting form. Staff will be responsible for ensuring that any identified non-compliances are addressed and rectified.
- 9.2 Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

### **10.0 Work Equipment**

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- 10.1 It is the policy of School to comply with the law as set out in the Provision and Use of Work Equipment Regulations and the Lifting Equipment & Lifting Operations Regulations.
- 10.2 The School will ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.
- 10.3 Staff and pupils will be provided with adequate information and training to enable them to use work equipment safely.
- 10.4 The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.
- 10.5 All work equipment will be maintained in good working order and repair. Appropriate records will be maintained.
- 10.6 Staff and pupils will be provided with personal protective equipment adequate to protect them from dangers occasioned by the use of work equipment and as identified in risk assessments.
- 10.7 All work equipment will be clearly marked with health and safety warnings where appropriate.

### 11.0 Manual Handling Operations

- 11.1 It is the policy of the School to comply with the law as set out in the Manual Handling Operations Regulations (the key points regarding manual lifting and moving are summarised in Appendix 1).
- 11.2 Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. All possible steps will be taken to reduce the risk of injury to the lowest level possible.
- 11.3 All staff are reminded to adopt good manual handling techniques during their daily activities. If staff are unsure how heavy a load is, they should test to ascertain its suitability. If unsure, ask other staff members to assist with the load.

### 12.0 Display Screen Equipment [DSE]

- 12.1 It is the policy of the School to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations. The health and safety risks to DSE users (defined as persons using DSE equipment for more than one hour per day) will be reduced to the lowest extent reasonably practicable.
- 12.2 The possible risks associated with DSE usage include:
  - a) Potential epileptogenic effect from pattern and photo stimulation. The most vulnerable age group is 10 – 14 years old but can occur as a first attack up to 20 years.
  - b) Postural fatigue, if the workplace layout is not carefully considered.
  - c) Visual fatigue (“eyestrain”) – no person should use DSE constantly for more than 20 minutes before taking a break. Where such a complaint develops, a systematic investigation of the problems will be undertaken on an individual basis.
- 12.3 The School will conduct health and safety assessments of all workstations staffed by employees and will ensure they meet the requirements set out in the Schedule to the Regulations, including:
  - a) The illumination on the screen and the general lighting of the room will be carefully considered.
  - b) Excessive noise arising from ancillary equipment will be minimised.

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c) The general ventilation of the room will be adequate to deal with heat given off by equipment.

12.4 All DSE Users are also required to undertake a self assessment of their workstation using the DSE Risk Assessment guide. Any issues arising from this assessment should be initially directed to the Headteacher.

### 13.0 Security

13.1 All visitors must report to the School Office before entering the school buildings.

13.2 All Schools are fenced and have secure site access.

13.3 **Safeguarding and Child Protection** – see separate document.

### 14.0 Access and Egress

14.1 The clearance of ice, snow, leaves and other hazardous materials from walkways is the responsibility of the site manager.

14.2 It is the responsibility of the site manager to take steps to ensure fire exits are clear at all times.

### 15.0 Vehicles

15.1 Vehicles should only be parked in the car parking spaces provided. Exceptionally, vehicles delivering heavy or large loads to the school may use the playground, subject to approval of a responsible teacher and to the close supervision of children throughout the procedure. Vehicles should move only at a walking speed whilst on School grounds.

15.2 Parents will be encouraged to comply with the speed and parking restrictions at the front of the School.

### 16.0 Flammable Substances

16.1 All flammable substances are stored as directed in the Handbook of Safety Information

### 17.0 Control of Hazardous Substances

17.1 It is the policy of the School to comply with the law as set out in the Control of Substances Hazardous to Health Regulations.

17.2 The School will ensure that exposure to hazardous substances is eliminated where possible or, where this is not possible, minimised and adequately controlled. In general, hazardous substances are only used by the cleaners and locked in the cleaner's cupboard.

17.3 A risk assessment will be conducted of all tasks involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

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### 18.0 Occupational Health & Stress Management

18.1 Staff can be referred via HR to NHS Occupational Health Team. . This service covers a wide range of activities e.g. from advice on Work Related Stress to recovery from injury or illness. In addition, there is direct access for staff via the Staff Absence Insurance providers for advice.

### 19.0 Asbestos & Legionella

19.1 Suitable and sufficient surveys and assessments for the control of asbestos and legionella will be undertaken to ensure full legislative compliance. Resources will be provided to address any non-compliance identified and appropriate management plans will be introduced and maintained.

### 20.0 Blood-Borne Diseases

20.1 All staff should make themselves familiar with the school's documents – '**Infection Control**', '**Outbreak Management**', and '**Infectious Diseases Risk Assessment**'.

### 21.0 Medicines

21.1 These are kept in the cupboard in the School Office and dispensed by an adult as directed. A record is kept of all medicines administered.

### 22.0 Electrical Safety

22.1 All power and lighting circuits will be tested every five years by a competent person.

22.2 All portable electrical appliances will be tested annually by a competent person. New or temporary staff bringing their own portable electrical equipment on site must ensure that it is tested during their induction.

22.3 Full records of all electrical testing will be maintained.

### 23.0 Fire Safety

23.1 The HMFA Trust takes its fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff, pupils and visitors under the Regulatory Reform (Fire Safety) Order 2005. These include the provision of a safe place of work where fire safety risks are minimised.

23.2 **Employees' Duties:** all employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that maybe introduced as a measure to protect the safety and well-being of staff, pupils and visitors.

23.3 **Communications:** Staff will be kept staff informed of any changes that are made to our fire safety procedures and fire risk assessments. We will also ensure that all visitors to our premises are briefed on emergency procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

23.4 **Procedures:** We have introduced the following procedures in order to maintain high standards of fire safety:

- A fire risk assessment has been undertaken and will be reviewed annually. However, more frequent reviews will be undertaken if there are any changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.



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- A Responsible Person (the Headteacher) and Fire Marshals (all permanent teaching staff) have been identified.
- The fire drill and fire evacuation procedure will be practised once each term, at the start of the term.
- Training will be provided as necessary.
- All staff and pupils will be provided with induction training on how to raise the alarm and shown the available escape routes.
- All escape routes will be clearly signed and kept free from obstruction at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices a defect or missing equipment, they must report it to the Headteacher.
- Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- Any other safety system will be checked regularly to ensure correct operation, e.g. emergency lighting.

### 23.5 **Fire Prevention:**

- All rubbish and waste material should not be allowed to accumulate. This material should be collected daily and placed in metal or other non-combustible containers, complete with close fitting lids.
- Stairways must be kept clear. No combustible material may be stored under any stairway.
- All fire doors must be unlocked whilst persons are on the premises.
- Fire notices detailing the action to be taken on the raising of the alarm should be prominently displayed in all rooms and placed on general notice boards.
- All combustible materials should be stored away from sources of heat.
- Highly flammable liquids must be stored in accordance with the requirements of the Highly Flammable Liquid Regulations 1972.

### 23.6 **Procedures in the event of a fire:**

#### **1. On discovering a fire**

- If you discover a fire raise the alarm immediately by dialling 999.
- If you feel it is safe to do so, attempt to fight the fire using the equipment provided.
- If this fails, evacuate immediately. Ensure that no one is left in the room and close the door behind you.
- Ensure that you or a designated person has called the fire brigade. Fire service are aware of key code to gain access.
- Play your part in any roll call so that you are accounted for.

#### **2. If you hear the fire alarm**

- Immediately leave using the nearest available fire exit.
- Report to the assembly point.
- If you are with a visitor, ensure they accompany you.

#### **3. Person in charge**

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- Establish if it is a genuine fire or false alarm.
- Ensure that the fire brigade have been called.
- Liaise with the fire brigade on its arrival.

23.7 **Fire Detection Equipment:** Smoke detector fire alarms are located at strategic points throughout the School. Staff should ensure that they are aware of the positions of the 'alarm points' within their areas. Fire alarms and appliances are tested weekly at each School and a record of each test is maintained.

23.8 **Fire Fighting Equipment:** Fire extinguishers are located at strategic points throughout the School (generally by the exits). Only staff who are appropriately trained are to operate extinguishers.

23.9 **Fire Doors:** Fire doors designed to slow the spread of fire and smoke throughout the School have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

23.10 **Fire Exits:** Fire exits are located at strategic points throughout the School. Exit doors and corridors must never be locked, blocked or used as storage space. Emergency lighting has been installed in some exit corridors, above emergency exit doors and throughout the School in case of power failure.

23.11 **Emergency Evacuation Procedure:** In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb alert), everyone must leave the building by the nearest available exit and assemble at the designated assembly point.

23.12 **Smoking:** Smoking is prohibited in all areas of the school and the school site, including the outside play areas and grounds as well as within the buildings.

### 24.0 Slips & Trips

24.1 Staff members are to be vigilant where the potential for slipping or tripping exists. If a defect or slip hazard is located, then staff members must report the hazard to the School Office or Cleaner-in-Charge/Site Manager immediately. Warning signs, remedial works such as a cone or tape can be arranged, and/or the substance can be cleaned and dried up.

### 25.0 Accident Investigation & Reporting

25.1 It is the policy of the School to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

25.2 The HMA Trust sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the person supervising. Accident records are kept centrally and should report:

- The circumstances of the accident
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

25.3 All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a trade union representative or work colleague present.

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- 25.4 The completed report will then be submitted to and analysed by the Headteacher who will attempt to discover why the accident occurred and what action should be taken to avoid any recurrence.
- 25.5 A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.
- 25.6 The Headteacher is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable. RIDDOR accidents to be reported to the Local Authority.

### 26.0 First Aid – see the separate document ‘First Aid Policy’

- 26.1 A list of all qualified First-Aiders is held in the School Office and posted next to all first aid boxes. The main First-Aid box is also held in the School Office.
- 26.2 First aid stations are located in areas where staff and pupils are concentrated in the School. All first aid stations are clearly marked and are easily accessible by all staff during all working hours.
- 26.3 The appointed First Aid person is responsible for the proper use and maintenance of each first aid station. This responsibility includes maintaining the First Aid box(es).
- 26.4 A list of emergency telephone numbers of doctors and hospitals is available in the School (Front) Office.

### 27.0 Lettings

- 27.1 The School is responsible for the administration of lettings. The Headteacher (or his/her delegate) will inform the leaders of groups who hire the School premises of the emergency exits to be used in the event of fire or similar emergency, and the location of First Aid services.
- 27.2 Lessees will be given a copy of the Health and Safety policy to ensure they are aware of the agreed information and procedures. Lessees will also be encouraged to report to the Headteacher any deficiencies discovered which may endanger themselves or the premises.

### 28.0 Roles & Responsibilities

#### 28.1 The Trust – Herefordshire Marches Federation:

- Have overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this school (under sections 2 and 3 of the Health, Safety and Welfare at Work Act 1974).
- Has responsibility for appointing competent principal contractors where building or plant maintenance work is done.
- Is (or the school if it initiates building work) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994.

#### 28.2 The **Headteacher** is responsible for:

- The implementation of the School Safety Policy;
- The day to day responsibility for health and safety in the school;
- Ensuring that all members of staff are aware of, understand and fulfil their responsibilities to ensure a safe learning environment;

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- Encouraging Staff, pupils and others to promote healthy and safe practices in the school;
- Ensuring that sufficient resources are allocated to meet health and safety priorities;
- Advising the Local Advisory Body of the need to review the School Safety Policy;
- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1992, in all areas of significant risk for activities both on and off the school site;
- Ensuring that guidance is followed & sought if necessary from LA Outdoor Educational Advisor followed for all school trips and visits;
- Ensuring that staff members receive appropriate health and safety training where necessary;
- Ensuring that all problems, defects or hazards affecting the health and safety of staff, pupils or other persons in the school are dealt with in a timescale commensurate with the risk they pose;
- Implementing emergency procedures, including evacuation in case of fire or bomb threats; (Business contingency continuity Plan? Should be followed?)
- Ensuring that adequate provision is made for the administration of First Aid;
- Ensuring that a log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents;
- Ensuring that specialist advice is sought as and when necessary;
- Facilitating the meeting of a School Safety Committee, if it is requested by approved trade union safety representatives, and for attending such meetings;
- Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information).

28.3 The **HMFA Trust**, through the Headteacher, is responsible for:

- Ensuring that the School's Health & Safety Policy is implemented, monitored and regularly reviewed and revised as necessary;
- Establishing a committee for Health and Safety, and assigning responsibilities, including the designation of a Health and Safety Local Advisory Body Member
- Monitoring the allocation of funds based on effective and comprehensive risk assessments and ensuring that sufficient funds are reserved for meeting their Health & Safety responsibilities, in particular for the maintenance of those items or premises or equipment for which they have financial responsibility.
- Monitoring the school premises for either structural defects and/or non-structural (health & safety) maintenance needs and implementing relevant works in conjunction with the Property Services Directors of the LA and/or Diocese as appropriate;
- Ensuring that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school-sponsored activities;
- The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school;
- Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health;
- Carrying out termly health and safety inspections in conjunction with the Headteacher;
- Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced;

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- The adoption of safe working practices by staff and pupils, and by contractors when on site;
- Ensuring that all staff receive supervision, instruction and training where appropriate to their duties and responsibilities;
- Acting to deal with potential hazards to health and safety;
- Evaluating the measures taken to minimise or eliminate risks and hazards;
- Ensuring that there is designated space for medical or dental examination and treatment and for caring for sick or injured pupils during the school day;
- Ensuring that hirers are aware of their duty to provide evidence of insurance cover for their activities;
- Taking all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then the organiser of that activity, even if an employee, must comply with the requirements of the policy).
- Reviewing and updating this policy on an annual basis or more frequently as may be required by regulatory changes.

### 28.4 **All Staff** are responsible for:

- Ensuring that they are familiar with and comply with the Health and Safety Policy and all safety regulations laid down by the HMFA Trust;
- Taking reasonable care for their own health and safety, and that of others who may be affected by their actions;
- Only using equipment that they are competent to use and following instructions when using any machinery, equipment, dangerous substance or safety device;
- Making regular safety inspections of their areas of work and reporting to their line manager any danger to health and safety, whether serious and immediate or not;
- Reporting to the Headteacher any defects, incidents (including verbal or physical assaults) and problems affecting the health and safety of themselves, their pupils, other staff or any other person;
- Co-operating with their employer to enable him/her to comply with the requirements of the Health, Safety and Welfare at Work Act 1974;
- Taking an active interest in promoting health and safety and suggest ways of reducing risks.

### 28.5 **The Cleaner-in-Charge**/Site Manager is responsible for:

- Ensuring that s/he is familiar with and complies with this Health and Safety Policy.
- Bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person on the school premises;
- Bringing this Health and Safety Policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, insofar as it affects the work of those persons (e.g. in use and storage of equipment and materials);
- Ensuring that any staff under his/her direct control (i.e. non-contact staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use;
- Ensuring that all equipment and materials received have adequate health and safety information (e.g. manufacturer's data sheets for COSHH assessments to be carried out);

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- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction;

Note: this will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work.

- Ensuring that due warning is given of any cleaning operations that could constitute a hazard to other users of the premises (e.g. signs to warn of slippery floors, uncleared ice or snow etc.);
- Informing the Headteacher of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor);
- Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out);
- The safe use and maintenance of all plant and equipment (e.g. boilers,) and the safe use and storage of all materials used for that maintenance (e.g. boiler de-scalers).
- To ensure that walkways are kept in good condition to prevent the risk of slips, trips and falls. To include hazards such as broken flagstones, cracked tarmac etc.
- The clearance of ice, snow, leaves and other hazardous materials from walkways
- It is the responsibility of the site manager to take steps to ensure fire exits are clear at all times.

28.6 **All Pupils & Visitors to the School** will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

### 29.0 Building Repairs and Contractors (including extensions and new buildings)

The school will receive a copy of the contract placement which will indicate the contractor's name and address, the work to be undertaken

- 29.1 Where possible the supervising officer and the contractor's representative will consult the Headteacher as to the arrangement of work, the siting of the equipment, materials etc. before work commence. This particularly applies to the potential for uncovering Asbestos during building repairs or upgrading.
- 29.2 After commencement of work, the contractor should consult with the Headteacher on a regular basis to ensure that the work in progress does not interfere with the normal school work or endanger employees and pupils/students on the premises.
- 29.3 If, after consultation with the contractor, the Headteacher is not satisfied that safety aspects are adequate, s/he should contact The Trust's Property Manager (Colin Birks).
- 29.4 Only in extreme cases, where there is immediate danger should the Headteacher request the contractor to cease work.

### 30.0 Monitoring & Evaluation

- 30.1 The Assets Manager will report on a termly basis to the Local Advisory Body. The report will provide a strategic review of health & safety within the School and address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. It will also review any accidents, incidents or legislative breaches, the outcomes of inspections and audits, progress with risk assessments, any proposed changes to health & safety arrangements and any health & safety concerns which cannot be resolved via normal line management.

30.2 The Local Advisory Body will evaluate these matters and determine what if any actions should be taken and inform the Trust of this.

### APPENDIX 1

#### **Safety Rules:**

##### **General**

1. Everyone should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All shall immediately report any unsafe practices or conditions.
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the premises.
4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to undertake tasks that might jeopardise the health and safety of that person or any other person.
6. No one shall adjust, move or otherwise tamper with any electrical equipment in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that it does not constitute a hazard.
8. No one should undertake a task which appears to be unsafe.
9. No one should undertake a task until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries must be reported to the delegated representative.
11. Everyone should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their supervisor.
12. Tasks shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No one should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
15. All employees are expected to attend safety meetings.

##### **Walkways**

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.



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## Health & Safety Policy

### Working Environment

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.

### Equipment Maintenance

1. School equipment only to be used by qualified and authorised personnel. It is the responsibility of the Headteacher to determine who is authorised to use specific equipment.
2. It is the responsibility of all to ensure that any equipment they use is in a good and safe condition. Any equipment which is in any way defective must be repaired or replaced.
3. Staff and pupils are prohibited from using any piece of equipment for any purpose other than its intended purpose.

### Manual Lifting and Moving

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. No one should attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
7. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.