

West Oaks

SEN Specialist School and College

Health, Safety, Welfare and Environment Policy

Referenced and Additional Support Health, Safety, Welfare & Environment Policy Documents

Health and Safety at Work, etc Act 1974 and the Management
Health and Safety at Work Regulations 1999.
The Education (School Premises) Regulations 1999
The School Premises (England) Regulations 2012
The Health and Safety at Work, etc Act 1974
The Management of Health and Safety at Work Regulations 1999
The Workplace (Health, Safety and Welfare) Regulations 1992
Standards for school premises
The Manual Handling Operations Regulations 1992
The Control of Asbestos at Work Regulations 2012
The Health and Safety (Display Screen Equipment) Regulations 1992
The Electricity at Work Regulations 1989
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
The Control of Substances Hazardous to Health Regulations 2002
The Provision and Use of Work Equipment Regulations 1998
The Construction (Design and Management) Regulations 2007
The Equality Act 2010
The Health and Safety (First Aid) Regulations 1981
The Regulatory Reform (Fire Safety) Order 2005

Other Guideline Documents

Public Health Medicine Communicable Disease Group, Management of Infectious Disease in Schools
2014

<https://www.education.ie/en/Schools-Colleges/Information/National-Emergencies-Public-Health-Issues/Management-of-Infectious-Disease-in-Schools.pdf>

Associated School Policies

(Network Down-To be populated W/G 06/06/2016)

Associated Contacts and information

Annette Bradley
Health and Safety Manager (Schools)
HR Schools
Resources
Leeds City Council

Tel : 0113 2475763

Team email : educ.hs@leeds.gov.uk

Beverly Spooner
Principal Development Officer, Fire Safety (Schools)
Children's Services, PO BOX 837, Built Environment, Leeds, LS1 9PZ
beverly.spooner@leeds.gov.uk

Phone: 0113 37 87203

NUT

<https://www.teachers.org.uk/help-and-advice/health-and-safety?page=1>

<http://www.teachers.org.uk/files/hs-reps-guide-9237.pdf>

www.bhnut.org/wp-content/.../NUT_emergency-procedures-in-schools-jan-2016.doc

Important Note:

Child protection and safeguarding are not incorporated into this health and safety policy document. Specific policies are in place and copies are freely available. Every member of the school staff receives regular training within these areas and must read and understand the appropriate school policies.

Please note the following members of staff who hold the responsibility of Child Protection Officers across the school sites:

*Sue Towers
Keeley Murray
Anna Stevens
Helen Brown
Laura Miller*

1.0 POLICY STATEMENTS

This policy comprises of 3 elements: - The General Policy Statement, The Organisation and the Arrangements in place to implement the policy effectively.

The General Policy Statement states what the school aims are with regard to health, safety, welfare and the environment at the school.

The school policy on health, safety, welfare and the environment firmly places responsibility in school on the respective Governors, the Principal, Vice Principal and Heads of Centre, but recognises that it is necessary to delegate specific functions.

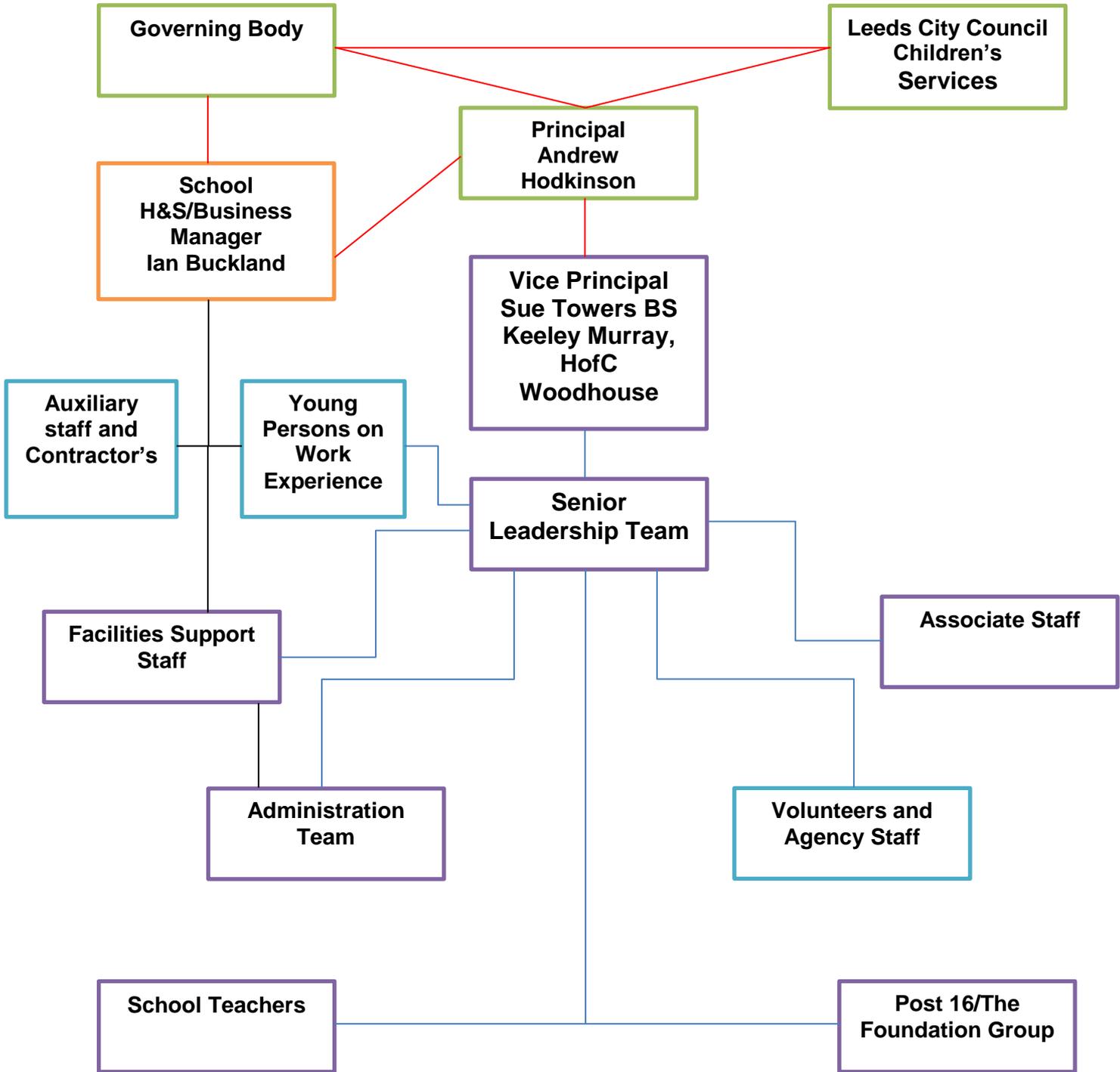
The Organisation for health, safety, welfare and the environment states how these functions have been allocated to managers or individuals. All school employees will have to accept degrees of responsibility for carrying out this policy.

West Oaks School employs a qualified and accredited health and safety manager to ensure effective management and co-ordination of health and safety legislation and to ensure compliance.

Key individuals and their appointments are named and have their responsibilities defined.

The following school organisation chart defining how all members of staff and students and visitors fit into the school health, safety, and welfare and environment structure.

West Oaks School Health and Safety Organisational Chart 2016/17



The Arrangements are the detailed procedures which describe how HSWE issues are to be managed in school.

These are partly administrative,

- Arrangements for joint consultation
- Arrangements for risk assessment

But primarily should identify all hazards to HSWE in school, and describe how each of the hazards identified are to be effectively managed.

This policy will be the subject of on-going review and updates and available on the school website.

2.0 INTENT

The Governors, Principal and Vice Principal of West Oaks School (all sites) will provide safe and healthy working conditions for all employees and will ensure that work done by employees does not adversely affect the health and safety of anyone else, e.g. pupils, parents, visitors, contractors, etc. Our policy is to provide and maintain safe and healthy working conditions, equipment and conditions of work for staff and pupils, and to provide such information, training and supervision as they might need for this purpose. We also accept our responsibility for the health and safety of other people who might be affected by our activities.

Provision will be made and be included in all areas of school health and safety policies and practice to reduce or eliminate any adverse impact on the environment both within the school premises and as the result of any activity or task undertaken outside of the normal school environment.

The school aims to achieve maximum sustainability in all areas of school life and will encourage good world citizenship from all associated with the school.

2.1 Consultation

There should be full consultation with representatives elected by the trade unions recognised by the school and Leeds City Council regarding the establishment and implementation of all of the school's health, safety and welfare arrangements in accordance with agreed consultation arrangements.

A process of consultation with school employees will involve current Committee's and groups in place at the time. These include the school health, safety, welfare and environment committee, the healthy school forum and the board of governors.

The school actively encourages staff and pupils to become involved in the development and effective continuity of the health, safety, welfare and environmental policies and procedures

2.2 Audit and Review

The principal means used for reviewing the school's health and safety policy will be:

- Annual audits of health and safety management across the whole school including specific areas where higher risks can be present or new concerns have been identified through trend analysis. This will include but not be restricted to:

- a. School maintenance
- b. School transport
- c. Facilities management
- d. External recreation spaces
- e. Coordination of incident reporting sources and formats in use across the school sites

- Annual reports to the Governing Body covering the management of health and safety within the school.
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the health and safety policy and that the policy remains effective.
- Evaluation of health and safety management against performance indicators to ensure that objectives are met and that best value provision is obtained along with the continued provision of safe learning and working environments across the school community.

3.0 ORGANISATION AND RESPONSIBILITIES

Responsibilities for implementing and reviewing the school's Health and Safety Policy are detailed below:

3.1 Management Structure

3.12 The Governing Body is responsible for strategic health and safety planning and for periodic review of health and safety performance. They have a collective responsibility for ensuring a relevant health, safety and welfare policy is implemented and that arrangements are in place to allow the school to meet its duties as far as is reasonably practicable.

3.13 The Principal is responsible to the Governing Body for securing the full implementation of the school's Health and Safety and welfare Policy and for ensuring resources are available to implement this policy appropriately.

3.14 Members of the school senior leadership team are responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers and by establishing a system of appraisal of management performance against agreed health and safety performance indicators.

3.15 Heads of departments are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

3.16 'Competent person'

Ian Buckland (NEBOSH, IOSHH, NICEIC Accreditation) has responsibility as the competent person for:-

- 1 Advising the Principal, Governors and Senior Leadership Team in the discharge of their legal duties and responsibilities under the Health and Safety at Work etc. Act 1974 and all regulations made there-under, and
- 2 For liaising with Leeds City Council's Health, Safety and Wellbeing Advisers and enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Rescue Officers.

As the Business Manager I Buckland holds the NEBOSH Certificate and accreditation with IOSH and the NICEIC. This position holds responsibility for co-ordinating and managing the schools health, safety, welfare and environmental policies and procedures to ensure compliance. The Principal and Governors will ensure that full support and resources will be provided to this role in order to ensure it can be dispensed appropriately and effectively.

3.2 General Responsibilities

Overall and final responsibility for Health and Safety at West Oaks School sites is that of Leeds City Council Children's Service but the school governors have responsibility for matters under their control.

The general day to day control of the staff, pupils and premises rests with the Principal, Vice Principal, Heads of Centres, and the school's Governing Body.

The Principal, Vice Principal, any Heads of Centres and the Business Manager as 'Competent Person' and Health and Safety Manager within the constraints of the post will be responsible for ensuring that this policy is carried out effectively and appropriately.

We wish to stress the importance of co-operation from both staff and students and of good communication at all levels within the school in order to implement this policy and procedures successfully.

The Principal will:

- a) Implement those matters which are under his direct control
- b) Ensure the Governing body are informed and appropriately involved with the Health and Safety policy reviews and its implementation
- c) Report to the LA those matters that are not.
- d) Ensure appropriate resources are made available to maintain a healthy and safe school environment

The Principal may call upon the services of Leeds City Council's safety advisers to assist with safety matters and to evaluate any systems which are drawn up.

The Principal, Vice Principal, heads of Centres and the Health and Safety Manager will also ensure that all safety information received by the school is recorded and maintained and is distributed to all staff as required and will ensure that the guidance issued by the LA (and other guidance from the Health and Safety Executive) on other specialist topics is followed.

The Vice Principal along with Heads of Centres will be responsible for ensuring that all members of staff and students on teaching practice and work experience, and parents and volunteers involved in working with children, are made aware of all relevant agreed Health, Safety, Welfare and Environment routines and practices.

The Business Manager will be responsible for ensuring all contractors employed within the school community are competent to complete the work they are employed to do, are fully compliant and work in a safe manner whilst completing any of their respective tasks. Safe systems of work should be adopted and permits for any higher risk activity implemented appropriately.

Note: This responsibility may be delegated to other staff, as arranged and agreed.

All Class Teachers have a duty to implement agreed procedures/routines in their classrooms and within their classes to ensure the safety of themselves and any person who may be affected by their actions or omissions.

Other members of the school staff have a duty to implement agreed procedures/routines in and around the school to ensure the safety of themselves and any person who may be affected by their actions or omissions.

Staff may be requested to work on any school site. In these circumstances they must ensure that they understand any additional health and safety arrangements/requirements that have been put in place for any area or task specific to that site and/or its safe operation. All staff must be familiar with all of the information contained within this document

On any occasion a member of staff notices an issue which may impact on the health, safety or welfare of themselves, a pupil or a visitor to the school and which they are not able to rectify, they must endeavour to make the situation as safe as they can and immediately inform a responsible person or manager who should contact the Business Manager.

Finance for health, safety and welfare matters will be allocated by the Principal and Governors, in accordance with the school's budgetary control policy.

3.3 The following people are responsible for safety in particular areas of school:

| | |
|---------------------------------------|--|
| Home Technology: | Chris Walton BS, K Murray Woodhouse |
| ICT: | Ian Buckland Whole School |
| Innovation and Creativity | Anna Stevens Whole School |
| Hall/Sports area/ | Sue Towers / Ian Buckland BS, K Murray Woodhouse |
| Fitness suite: | A Hodgkinson / I Buckland BS |
| Art Room: | Fiona Burns BS, K Murray Woodhouse |
| Design Technology: | Chris Walton, K Murray Woodhouse |
| Science Room: | Sue Towers + Sarah Jackson, K Murray Woodhouse |
| Kitchen: | Angela Wray BS, I Buckland/ Angela Bradley (LCC) Woodhouse |
| School Office Areas: | S Twitchen/Ian Buckland, T Hibberd Woodhouse |
| Medical Room and Therapists Area(s):: | All health professionals |
| Boiler House: | Dave Smith/Ian Buckland-Whole School |
| Outside areas: | Dave smith/Ian Buckland / Local Class teachers-Whole School |
| Maintenance: | Dave smith/Ian Buckland-Whole School |
| Home/School Transport: | Ian Buckland Whole School |
| Internal School Transport: | Ian Buckland Whole School |
| Cleaning and Materials: | Dave Smith/Andrew Yarker BS/Kwadwo WH/Ian Buckland |
| Environment: | Sue Towers/Ian Buckland/K Murray |
| Gas, Electricity: | Ian Buckland/D Smith |
| And Water supply: | Ian Buckland/D Smith |
| Electrical Equipment: | Ian Buckland/Dave Smith |
| | Note: All members of staff and volunteers using any piece of equipment have a general responsibility |
| Hoists, Changing, Beds, Slings: | Ian Buckland, Class Teachers/Physio Therapists (As appropriate) |

All members of the school community will be expected to follow school instruction and bring to the attention of an appropriate member of school staff any perceived risk or hazard encountered during the delivery of the schools business.

The Business Manager under the direction of the Principal is responsible for the day-to-day upkeep of all the schools premises and will as far as reasonably practicable:

- Ensure School vehicles are used and maintained in accordance with all current legislation and best practise requirements along with maintaining all relevant vehicle permits and permissions for school use
- Maintain systems and procedures to ensure school drivers are competent and informed to drive school vehicles safely and appropriately and within all statutory guidance and legislation
- Ensure all utilities, voice and data services are appropriate for the schools needs in order to ensure optimum and safe working environments
- Ensure appropriate competence of all persons involved in the repair, maintenance and up keep of school equipment, resources and the school premises
- Ensure that the boiler plant and equipment are operational and report any problems to the Principal. Instigate any repairs as appropriate
- Ensure that cleaning duties are carried out in a safe manner and ensure that substances used are stored and handled in accordance with the relevant regulations and guidance and will ensure in conjunction with the Principal and/or relevant Head of Centre that the guidance on COSHH and other appropriate regulations are followed

- Ensure all maintenance tasks are carried out in a safe and competent manner and associated work equipment and tools are maintained and used correctly and with the appropriate levels of competence in line with all associated legislation and guidance
- Ensure suitable sundries, correct materials and parts are used for repairs and general maintenance tasks and duties to ensure safe, secure and structurally sound equipment and premises.
- Regularly carry out general surveys of the premises inside and out and will report/act accordingly. The playground areas to be checked daily by school staff to ensure a safe environment. Detailed and more thorough checks of the areas carried out by or as delegated by the Business Manager
- Ensure tests are carried out on the Fire Alarm systems, that records are maintained and ensure the emergency lighting systems are maintained and tested in accordance with legislation and good practice (*see Fire Precautions*)
- Ensure that the water supplies and storage systems are maintained safely and that there is always an adequate supply of drinking water
- Ensure that all hoists, raising beds and slings are serviced in line with current legislation
- Ensure that all hygiene systems including nappy waste and medical waste are serviced in line with current legislation
- Ensure all waste is disposed of and recycled where possible in line with current legislation, LCC policies and the school Green Policy and commitment to reduce its carbon waste
- Ensure all hazardous materials and substances are stored appropriately and at no risk to persons or the building fabric. Ensure appropriate COSHH risk assessments are completed for all substances used or stored within the school estate
- Ensure equipment used in school is safe to use, inspected in line with any relevant legislation and guidelines and that staff receive the relevant information to work with and use it correctly
- Ensure all fire safety, intruder detection and alarm monitoring equipment and connections are installed and maintained in line with current legislation
- Lighting levels are maintained in accordance with legislation and the intended tasks carried out in specific areas
- Ensure air conditioning systems are maintained and managed in accordance with relevant legislation
- Monitor the temperature in all school areas ensuring any remedial works or planned maintenance of convector units and General heating plant are implemented
- Ensure that the school grounds are maintained for safe use, that all flora is safe, bearing no potentially harmful berries, fruits or foliage or risks as the result of poor maintenance.
- Ensure that any work undertaken to maintain the school grounds such as grass and hedge cutting is carried out in a safe manner by a qualified contractor and that all chemicals used in the process are covered by current legislation and industry standards, applied as per manufacturers recommendations and pose no risk to staff, pupils or fauna.

- Ensure that all contractors employed to carry out repairs and maintenance work on the school premises are registered with a relevant professional inspection body and/or the Leeds City Council approved list of contractors with appropriate Health and Safety and Safety Policies in place. That all contractors employees understand the responsibilities placed on them by current legislation and school policies and procedures re contractors working safely on the school premises.

3.4 Cleaning staff will:

Cleaning staff will ensure that substances are locked away when not in use and stored in accordance with regulations and guidance.

Cleaning staff will ensure that warning signs are placed adjacent to newly mopped or wet floor areas. They will also ensure that they are replaced back in the cleaning store at the end of the cleaning sessions and when staff and pupils have left the building

Cleaning staff will report any defects to electrical equipment to their supervisors. Any faulty electrical equipment will be taken out of use until repaired.

Contract cleaners will be expected to follow the above procedures whilst complying with their employers Health and Safety and Safety policy in full.

4.0 ARRANGEMENTS

4.1 Risk Assessment, Risk management and General Control Measures

Where specific duties are delegated these will be discussed, detailed in writing and given to the individual concerned. A copy will be attached to the HSWE Policy Document.

4.2 Risk assessment

Suitable and sufficient assessments of the risks to the health and safety of staff, pupils and others is the responsibility of the Principal, Vice Principal, any Heads of Centres and Health and Safety Co-ordinator/Manager on behalf of the Governors, in accordance with the Management of Health and Safety Regulations, 1992, for the activities within his/her control. Appropriate action and training to minimise any highlighted risks and/or hazards will be put in place. Individual members of staff may be requested to carry out a risk assessment prior to the start of a school activity or task. Specific health and safety advice/support should be sought from the Business Manager

The Principal will ensure all school risk assessments carried out are made available to the health and safety manager at all times for routine review, inspection and to ensure best practise and compliance is maintained.

Significant findings and/or the risk assessments carried out will be recorded and passed or conveyed to all staff as appropriate.

Staff exposed to risks will be instructed and trained on appropriate protective and preventive measures, utilising internal expertise and knowledge or through the use of an external agency.

Emergency and evacuation procedures will be communicated to staff and others through induction and on-going training.

New equipment, machinery, substances must not be brought into school without authorisation from the Principal, Vice Principal, Head of Centre following guidance and support from the Facilities/Premises Manager. All new electrical equipment must be inspected prior to its use in school (see electrical safety). The testing and inspecting of electrical equipment will be carried out or arranged by the Business Manager.

Any member of staff who introduces authorised new equipment/machinery/plant/substances into school must ensure that all staff are familiar with its safe use, identifying any potential dangers or hazards associated with its use.

The Business Manager or other Health and Safety representative may deem that appropriate documentation and/or information should accompany such equipment/machinery etc. This must be produced by the person responsible for it, and the equipment/machinery/substances not used until advised appropriately.

Pupils/students should not be left unsupervised at any time during the school day. Failure to ensure this could result in misconduct and disciplinary procedures being invoked.

All members of staff have a responsibility to co-operate with each other, and with the schools management and governing body to achieve a healthy, safe environment, and to take reasonable care of themselves and others.

4.3 Recording of Accidents, Injuries and Dangerous Occurrences (RIDDOR 2013)

In line with RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013; In the event of any serious incident, following its reporting in accordance with LA and school policy, the situation surrounding the event will be investigated, discussed and routines/procedures modified if appropriate or necessary. Accidents reported in school will be analysed and routines discussed, by the health, safety and welfare committee (not active), the responsible school governors, the senior leadership group, the principal and the health and safety manager or any appropriate external health and safety body as deemed appropriate. Any significant change made to existing school procedures, as the result of an incident or increase in risk will be recorded and conveyed to staff.

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

Important

No matter how minor the injury to a pupil, parents/carers must be informed by letter. Information should include the nature of the accident/injury – time and place and where it occurred, treatment given, etc. Advice is available from Sue Towers at the Boston Spa site or Keeley Murray at the Woodhouse Site.

Accidents and dangerous occurrences must be reported and recorded in line with the schools procedures as identified in the 'Arrangements for Accidents/Injuries in School'

5.0 INFECTIONS AND INFECTION CONTROL

The school will attempt to reduce the spread of infection as far as is reasonably practicable. This will be achieved by considering the 4 main sources of infection:

- Blood and other bodily fluids such as saliva and raw meat
- Human or animal waste products such as faeces, urine and vomit
- Respiratory discharges such as coughs and sneezes
- Skin-direct contact

Under health and safety law the spread of infections from work colleagues is not the schools responsibility as these are just as likely to be caught outside the workplace as in it.

The spread of infectious diseases can be controlled through staff and pupils following good hygiene procedures. Hands should be washed using the liquid hand soap provided and running warm water after using the toilet and before eating.

All new and existing cuts and grazes should be covered by a waterproof dressing

Rest breaks and meal breaks should be taken away from the main areas of work

Wear appropriate protective clothing to stop personal contamination. Plastic disposable aprons and gloves are provided and should be disposed of safely

All contaminated waste is disposed of in accordance with relevant legislation. The school has procedures for 4 categories of licensed waste disposal

- General and recycled
- Medical
- Hazardous-nappy waste
- Hazardous medical sharps and dressings

Should any signs of drug use by intruders onto the site be found, the Principal, Vice Principal, Heads of Centres or Business Manager should be informed immediately. Access to the area/areas should be restricted or prevented until the area has been checked and any needles, syringes or contaminated items have been disposed of appropriately.

5.1 Control of infection outbreaks

The Consultant in Communicable Diseases must be contacted whenever there are any cases of 'notifiable diseases' in the school among either pupils or staff. The CCDC should also be contacted if there appears to be an unusual number of cases of an infectious disease in school. The CCDC's advice should be sought urgently if a food handler in the school is suffering from diarrhoea or vomiting

If you become aware or are aware of infections or infestations on a student please report this to the School Nurse and your Base Leader at the earliest opportunity. The Facilities/Premises Manager should be made aware of the matter.

5.2 Containment

Advice regarding any concerns for pupils who have shown signs of any illness should be sought from the school nurse.

In the event of pupils being symptomatic of a stomach or gastroenteritis infections pupils should be removed from the company of other pupils and on the advice of the school nurse, sent home. Pupils should not be allowed by parents to return to school until they have been symptom free for 48 hours. This also applies to staff and visitors.

5.3 Classrooms - General

Only soap and washing up liquid to be used in the classrooms; all other cleaning agents to be locked in the cleaners' cupboard or the Superintendents secure store. Subject to a suitable assessment of the risks and authorisation, a selection of equipment and cleaning materials can be supplied to classroom staff to be stored locally and used to help maintain the hygiene and cleanliness of the teaching area. Kettles, toasters, and hot drinks are not allowed, under any circumstances in classrooms, teaching areas or areas of school that pupils can access.

5.4 Spillages of body fluids e.g. blood, faeces, saliva or vomit

These should be reported and cleaned up immediately following the school guidelines and procedures and using appropriate cleaning materials and/or equipment. An emergency clean up powder called Sanitaire, which absorbs the spill, is available for use in some areas of school. Once activated it can be swept up into a dust pan and disposed of into a 'yellow' waste bag. Further Advice can and should be sought from the Facilities Manager or the Superintendent

When cleaning up spills of blood or other bodily fluids, rubber gloves (provided by the school) must be worn. Disinfect the contaminated area then wash gloves while still on hands and dispose of into a hazardous waste bag or nappy bin. Hands should then be washed with soap provided at all sinks and warm water.

Substances, materials and guidance to clean and disinfect areas must be obtained from the Business Manager/Superintendent

Further guidance is in `HSE- Advisory Committee on Dangerous Pathogens Protection against blood-borne infections in the workplace: HIV and Hepatitis

<http://www.hse.gov.uk/biosafety/diseases/bbv.pdf>

Soap free Alcohol based anti-bacterial hand rub is supplied and located at various locations around the school sites. This is supplied for use by Staff and visitors only. Pupils should not be allowed or encouraged to use the gels. These Gels must not be used to replace the use of soap or detergents

5.5 Environmental hygiene

Where practical equipment used in school should be easy to clean and decontaminate

Staff should clean all work surfaces/work areas regularly paying attention to door and cupboard handles

Supplementary anti-bacterial wipes are available for supply to classroom areas. These should not be seen as a substitute for general good hygiene practises.

Tea towels should not be used in any school areas. The Superintendent will ensure that paper towels and centre feed rolls are replenished and available at all times along with toilet rolls, hand soaps and tissues.

Water supply and storage will be risk assessed and monitored in accordance with relevant legislation by a licensed contractor.

5.6 Intimate care/changing pupil's nappies

Designated areas are provided to facilitate appropriate and hygienic care of pupils. Pupils must not be left for any amount of time in soiled nappies or damp soiled clothing. This includes ensuring pupils are in a fit state to be transported home comfortably and with dignity.

If a child needs changing on a regular basis, then preparing an intimate care plan will clarify whether additional adult support, above that usually provided in the classroom, will be necessary to meet an individual pupil's needs.

Soiled nappies are hazardous waste and must be disposed of in the nappy waste bins supplied to all areas where intimate care may be necessary. These bins will be removed and emptied on a daily basis. All nappy waste is stored in a designated locked bin located away from the school or any school activity areas and disposed of by a licensed contractor once a week.

6.0 CLASSROOM HOUSEKEEPING

Candles or any task involving the use of naked flames is strictly prohibited on the school premises with the exception of the main school kitchens and the home technology area

Lights must be turned off at all times when the teaching area is not in use with electrical equipment and computers turned off when not being used for prolonged periods of time. All air conditioning units and electrical equipment must be turned off at the end of every school day.

Furniture, cupboard fronts and door fronts should be wiped and cleaned throughout the school day as appropriate. Spillages must be wiped up at the earliest opportunity as a matter of urgency. The Superintendents assistance should be sought for excessive spills or serious incidents involving body fluids, vomit and faeces.

During a period of high risk or heavy soiling the area should be made safe and if necessary pupils removed from the area until it has been dealt with appropriately.

All exits and circulation areas must remain clear at all times with any debris or paper dropped on the floor picked up immediately to prevent slips.

Any damage to the building fabric or equipment must be reported at the earliest opportunity. Where such damage presents a risk, steps must be taken to make the area safe and a responsible person contacted immediately in order to affect appropriate repairs.

All entry / exit doors to the Art Room, Science Room and Home Technology Room at Boston Spa must remain locked when not in use (see key holder or responsibility). The Head of Centre at the Woodhouse Site will implement the door locking schedule and procedures as they deem appropriate. The Business Manager will be supplied with this information by the Head of Centre.

7.0 ELECTRICAL SAFETY

All staff must visually check any electrical appliance prior to plugging it into the mains socket, or prior to its use.

Any fault on the plug, the cable, its connection to the plug or the appliance, any cracks, loose covers, loose parts or damage to the wall socket, must be reported to the Facilities Manager or Superintendent immediately. The appliance must be isolated from the electrical power and not used until tested and/or repaired.

Multi socket extension leads and standard extension leads must only be used in school after consultation with the Facilities Manager. Where used they must be installed correctly and in such a way they do not present additional hazards such as electrical overloads or tripping hazards.

Portable heating appliances of any sort must not be used in the classroom unless arranged with the Business Manager (see also machinery, equipment etc.)

Staff or visitors must not, under any circumstances attempt to remove the covers to electrical distribution boards, equipment, reset electric circuit breakers, repair an electrical appliance or plug unless authorised and deemed competent to carry out the task safely.

There is a programme of portable appliance testing on-going covering all electrical appliances in school though this is not annual. The school employs a qualified electrical test and inspection engineer (Business Manager) with responsibility for electrical appliances and their safe use. The next period for inspection is before the end of the 2016 school year.

Report any doubts or concerns regarding electrical equipment or the electrical supply equipment in school to the Business Manager no matter how trivial you feel it may be.

8.0 GAS SUPPLIES AND APPLIANCES

If you smell gas, evacuate the area and then notify the Principal, Head of School, Receptionist, and the Business Manager. The fire alarm should be activated from a fire alarm call point away from the area that may contain gas. Do not touch any electrical switches to turn them on or off as this may cause a spark.

8.1 All gas appliances must be turned off and checked that they are fully turned off after use.

8.2 The gas supply tap in the Science room at the Boston Spa Site must be locked off when not in use

8.3 Any appliance used in school must be purchased through the schools finance and procurement systems and identified on the school inventory system prior to being used in school. Please check with the Business Manager if a risk assessment is required for the appliances safe operation in the school environment.

All appliances must be visually checked prior to its use by the member of staff supervising its use in the school environment.

Staff must not confuse the use of an appliance in their home environment with that of its use in our school environment

9.0 CARE OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

9.1 Care of Substances Hazardous To Health (COSHH)

Staff, pupils and visitors to the school premises may be exposed to substances that have the potential to adversely affect their health. These substances may be present because they are required within a work/school activity, or they may be used in maintenance activities such as cleaning. Some hazardous substances do occur naturally such as microbiological agents and carcinogens.

Under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), the responsibilities for the Governors and school are to: -

- Assess the risks to health from hazardous substances used in or created as the result of workplace activities
- Decide what precautions are needed.
- Prevent or adequately control exposure.
- Ensure that control measures are used and maintained. In the event of prolonged exposure to a hazardous or potentially hazardous substance by a person in school then we will monitor that person's exposure.
- Carry out appropriate health surveillance (if required)
- Prepare plans and procedures to deal with accidents, incidents and emergencies. (currently under review)
- Ensure that employees are properly informed, trained and supervised.
- Keep a list of all COSHH substances used on the school premises along with the associated product safety data sheets. These will be held in the Business Managers office

9.2 Staff responsibilities (COSHH)

Should understand the potential risks regarding substances in their place of work. COSHH Risk Assessments must be completed and associated product safety data sheets should be available for staff to read. Where this information is not available on request, the substance should not be used and the information obtained and supplied appropriately by the school.

Make full and proper use of any precautions/safe systems of work put in place by the school to eliminate/minimize the risk of exposure to substances hazardous to health. This includes wearing/using PPE (personal protective equipment) in the manner for which it is intended. Any defects in PPE should be notified to a responsible member of

staff immediately and the item withdrawn from use. Failure to do so is a breach of legislation and may result in disciplinary action against the individual.

Must report on a school accident/incident form, (and to their line manager/base leader), immediately any incident involving a substance hazardous to health

Must familiarize themselves with emergency procedures put in place by the school.

9.21 COSHH applies to virtually all substances hazardous to health except.

Asbestos and lead, (which have their own regulations.)

Biological agents if they are not directly connected with the work and they are outside the employer's control, such as: -Catching a cold from a workmate.

9.23 Substances that are hazardous only because they are: -

Radioactive

Simple asphyxiates

At high pressure

At extreme temperature

Have explosive properties

Have flammable properties

(Other regulations apply to these risks)

If you have any doubts or questions about this information or do not understand any part of it or term used, please report this immediately to a responsible member of staff as soon as you become aware of it.

10.0 PRESENCE OF CONTRACTORS ON SCHOOL PREMISES

In the event of a contractor authorised by the Principal, Vice Principal, Heads of Centre or Business Manager to work on school premises during the school working day, arrangements with regard to Health and Safety of staff and pupils will be agreed following discussion with the contractor and should include:

- Safe working practices and equipment (Permit to work systems employed in school)
- Safe systems of work
- Maintenance of fire escape routes
- Arrangements to control interaction between contractors and pupils
- Notification of the arrival / departure on Facilities/Premises of the contractor each day
- Compliance with the school procedures for visitors entering the school site
- Competence of the operatives
- The supply of the Asbestos Management Plan and ensuring the contractor signs the asbestos report sign off sheet

The Principal, Vice Principal, Heads of Centres and Business Manager will monitor the agreed arrangements.

If a contractor is working during the school holidays, arrangements will be agreed with and monitored by the Business Manager or Superintendent. A key holder handover form is to be completed prior to authorisation for out of our school access.

All contractors employed by the school must be competent and registered with the appropriate trade and health and safety bodies and be registered with Leeds City Councils procurement section and register of contractors. On occasion a contractor or person working on behalf of the school may not meet these requirements; in these circumstances appropriate checks must be undertaken by the Business Manager prior to the tasks being carried out within the schools estate.

11.0 ARRANGEMENTS FOR FIRE SAFETY

All members of staff will familiarise themselves with and abide by the school's fire safety management plan and emergency evacuation procedures. Failure to do this could put lives at risk.

Fire extinguishers are provided in appropriate areas of school in accordance with the Regulatory Reform (Fire Safety) order 2005.

If protective equipment is required to ensure safety from the effects of fire in teaching areas, e.g. goggles for Science, oven gloves for Home Technology, fire blankets wherever there is a cooker or microwave oven, these will be provided. The responsibility for ensuring these provisions are available and suitable for appropriate use will be that of the subject teacher.

The Business Manager will ensure the testing of the fire alarm systems are carried out weekly and an appropriate service contract is in place along with effective maintenance of the systems. There will be a fire evacuation drill held once every term. School staff and visitors are responsible for reporting any failure, risk or hazard arising from the schools fire safety management plan and/or the fire evacuation procedures. A form is available to make complaints, observations and/or comments.

Personal emergency Evacuation plans (PEEPS) must be completed for any staff, pupils or visitors who may require additional assistance to help them evacuate the building in a timely and safe manner. Information, guidance, forms and questionnaires are included within the fire safety management plan

A fire risk assessment for every site is completed and reviewed at least annually and is validated and assessed for compliance by the LCC Children's Services Fire Safety Manager and the Board of Governors. All staff must be familiar with its content and of their responsibilities to ensure they comply with all relevant fire safety legislation, school guidance and procedures to reduce the risks associated with fire in the workplace. Basic fire safety training and awareness will be included within the induction process

12.0 RECORDS OF PERSONS ATTENDING THE SCHOOL SITE

The signing in system is retained on the reception desk. (New Electronic System Pending) All visitors must be identified by the member of reception staff receiving visitors.

12.1 School staff

Staff attending the school premises must sign in on arrival and out on departure.

Each occasion you leave and return to the school premises during the morning / afternoon must be recorded appropriately on the signing in sheet/system; including leaving the main site to smoke a cigarette.

12.2 Visitors, Parents, Volunteers and Contractors

All visitors, parents, volunteers and contractors must sign in on arrival at school and out upon their departure. It is essential that the registration number of their vehicle be recorded along with the other information requested in the signing- in book.

12.3 Auxiliary/Transport staff

All auxiliary and transport staff must be known to the school or the school reception made aware if they need to access the school for any reason.

12.4 Lone workers

Anybody who plans to remain in school after 5.30pm or any periods outside of school core working times must inform the Business Manager and/or the Superintendent of their presence and of the location in school where they are intending to work. Additional key holding responsibilities and induction may be required prior to any

authorisation to be present on the school site. Anyone working on school premises during a holiday or weekend period must inform the Business Manager. A key holder handover form is to be completed prior to authorisation for out of ours school access. Personal vehicle's may be left on site overnight or at weekends only with the authorisation of the Principal

12.5 After school clubs/Stay and Play

The Business Manager must be informed of the dates, areas of school to be used and any other relevant arrangements in place to facilitate the out of hours building use. Please be aware, this impacts on the schools fire safety management plan and compliance with fire safety legislation. Any member of staff supervising such activities must have undergone a key-holding induction and signed the key handover form appropriately. A trained first aider must be present during any such building use.

13.0 YOUNG PERSONS ON WORK EXPERIENCE/PUPILS ACCESSING WORK EXPERIENCE AS PART OF THE CURRICULUM/QUALIFICATIONS AND ACHIEVEMNET

The school holds the same responsibilities for young people on work experience as they do for any employees. A valid risk assessment must be completed and be in place prior to the start of the work experience.

Additional steps and safety control measures will be put in place to take account of their:

- Age
- Inexperience
- Lack of health and safety knowledge or good practice
- May not pay enough attention to safety
- Physical and mental immaturity
- Lack of training

The parents /guardians of any students or employees below minimum school leaving age must also know the key findings of the risk assessments and the control measures taken before the young people start work/work experience.

Young people will be restricted from doing any work where the risks cannot be eliminated or be reduced to an acceptable level.

These arrangements must be implemented for any student fulfilling post 16 work experience or general work experience supporting the school support staff.

14.0 FITNESS SUITE AND SPORTS POLICY AND PROCEDURES (Boston Spa)

14.1 Statement of Intent

The school will ensure the health, safety and welfare as far as is reasonably practicable of all users of the Fitness suite. All current legislation, policies and procedures will be applied to this policy and the use of the facilities including appropriate training and risk assessment of equipment, activities and any person using the suite.

14.2 Aims and Objectives

The school will review annually or in line with any significant changes its programmes and facility provision in order to develop any area which might meet one or more of the following objectives:

- Improved health and safety
- Optimised use of activity space
- Improved accessibility for all ages and abilities
- Increased participation

In order to maximise use of the facilities the range of equipment installed in the gym is accessible to a wide range of pupils, staff and visitors including older people, irrespective of any disability.

14.3 Equality and Diversity Implications

The school recognises that for some persons there may be barriers to taking part in activities. These barriers may be physical, attitudinal or due to gaps in communication and information. Sometimes a particular part of the provision will be ideal for some but a barrier to others and this may not be easy to resolve.

Every effort has been made to make the building and facilities compliant with the requirements of the Equality Act 2011 and the disability discrimination regulations as was. Dedicated changing facilities for disabled people, particularly where they need assistance from a carer or extra space to change, are available.

14.4 General Requirements for Safe Use of the Machines

The principal hazards identified are tripping, falling, collision generally and entrapment whilst the treadmill is in motion. Risks and hazards as the result of muscular skeletal or medical conditions are dealt with as a separate section. Machines should be wiped down after use.

General safety requirements

- All members of staff supervising pupils in the fitness suite for any reason must have undergone the school induction to the area. This should be arranged with and will be completed by the Business Manager
- Prior to commencement of an exercise persons should be carefully habituated to the machines. The period of time necessary for this will depend on the age, experience and capacity of the person and should be carefully assessed by the person responsible for the test.
- The person should be wearing suitable clothing. In particular, footwear and trousers should be appropriate for treadmill use and checked for loose material or overly long/inappropriately fastened laces before the treadmill is started.
- While the machine is in motion the person conducting the exercise test must be assigned to operate the machine controller and be ready to operate the emergency stop if necessary. All subsequent use of the machine must be supervised appropriately. In the case of the treadmill, supervision must be at all times and adhere to any up to date independent risk assessment that has been carried out for the individual. If appropriate supervision cannot be maintained the activity must not take place.
- If deemed necessary after independent risk assessment, another person should be positioned at the side of the machine to support the subject if she or he stumbles. Care should be taken when positioning equipment to reduce the risk of collision in the event of a stumble or fall from a machine.
- There should be at least two metres of clear space behind the treadmill to provide a relatively safe landing area in the unlikely event of a person being ejected from the back of the treadmill following a fall.
- The machines must be equipped with an operational emergency stop button where they are electrically operated. If additional safety features are fitted to the machines, such as safety lanyards which automatically trigger the emergency stop or harnesses/straps they should be used whenever reasonably practicable.

All risk assessments should take into account any misuse of the equipment, deliberate or otherwise and any restrictions of use. They should take into account the physical and mental state of any person using the equipment whether they be physically challenged, have learning disabilities, young, old or infirm etc. Any person feeling unwell must not use the fitness suite.

A system is in place for periodical inspection and maintenance of equipment. However a simple visual inspection should be undertaken prior to the use of any piece of equipment.

Systems are place for emergencies, which include basic first aid or arrangements for summoning the emergency services.

14.5 Emergency Contact Numbers:

Boston Spa Reception 01937 840131
Woodhouse Learning Reception 0113 3235871
Sue Towers, Vice Principal 01937 840112
A Hodgkinson 01937 840
Ian Buckland, Business Manager 01937 840111
Anna Stevens, 113
School Nurse 116

14.6 Fire Safety Arrangements

In the event of a fire, the schools Emergency Evacuation procedures must be followed. All external visitors accessing the fitness suite must be informed of these arrangements and the assembly point they should make their way to should the alarm be activated.

There are two emergency exits from the suite. One from the main blue corridor and one from the toilet lobby area adjacent to the staff room. The shortest and safest route should be taken.

All visitors and contractors must have signed into the school via the reception prior to using or entering the fitness suite.

14.7 Training

The Business Manager will arrange for the training and induction of all persons expected to work within or use the fitness suite.

Individual training requirements of school staff will be assessed in line with individual needs, abilities and their continued professional development.

Training and induction will cover:

- Health and Safety
- First aid and emergency procedures
- Emergency evacuation
- General housekeeping
- Staff responsibilities
- Risk assessment information for the fitness suite, machines and activities expected to be carried out
- Individual pupil training programmes and potential medical and welfare risks to pupils using the suite

14.8 Manual Handling

Lifting and moving of equipment within the Fitness Suite will be carried out by the trained site support staff. Should any piece of equipment require moving for any reason, assistance should be sought through contact with the school receptionist. Staff, pupils and visitors must not move or lift any piece of equipment under any circumstances.

Trained and registered contractors are used for the maintenance and repair of the equipment and are suitably competent to move or lift the equipment as they require.

14.9 General Safety Requirements and housekeeping

The floor area must be kept free of obstacles or loose items at all times. The areas around machines should be free of any objects in particular items clothing that belong to students or staff.

Access and egress routes must be maintained clear at all times to allow persons within the fitness suite to escape without additional risk of slips, trips or falling delaying their escape. Any spare items of clothing or personal possessions should be placed in the suite store area until the session has finished and groups about to leave the suite.

Any spills of liquid or body fluids must be cleaned up immediately. If the area remains wet after cleaning, wet floor warning signs must be placed in the area.

The school cleaning supervisor will carry out all general cleaning of the area.

All safety measures and risk assessments in place for the safe use of the fitness suite must be adhered at all times. Should any problems or additional risks not previously identified be encountered, these should be passed to the sports coordinator or a senior member of the management team who will address the issues appropriately.

A telephone with internal and external connection is available for emergency use in the store area. This must be opened and remain open on all occasions the suite is in use. It must also be locked along with the two doors to the suite when it is not in use.

Nobody is permitted to use the fitness suite equipment without having first completed an induction. Details of all inductions will be retained for future reference

14.10 Welfare Facilities

Toilets are provided in the lobby adjacent to the suite and the staff room.

Toilets, showering and changing facilities are provided in the main male and female changing areas off the blue corridor. The Female changing area is equipped with a ceiling tracking hoist for use by trained personnel only.

Staff toilets are available at the front of school directions available from the receptionist or a member of the school staff.

Fresh drinking water is available in the staff room. There is chilled and filtered water supplied via the dispenser.

Windows open to allow fresh air to circulate. The heating is controlled via the wall mounted thermostat.

14.11 Lone Working

Use of the Fitness suite by individual persons is not permitted. Two people must be in the suite on all occasions physical activity is taking place.

Should any work or use take place in the suite after 4.30pm, please ensure the Business Manager has been informed.

It must be borne in mind that this is not an exhaustive list of subject matters. Not all of the above areas may be applicable to your business.

15.0 ARRANGEMENTS FOR ACCIDENTS/INJURIES IN SCHOOL

This information is a Policy on how first aid is organised in West Oaks School. It is not a practical guide as to how first aid is administered. Rather than list all the appropriate methodology, several reference books are available for

staff use and can be found in the Medical Room. Alternatively information can be sought from the first aiders and on occasion from the school nurses.

15.1 Principles of First Aid

First Aid is the first assistance or treatment given to a casualty before the arrival of an ambulance or qualified person.

The object of First Aid is to:

- a) Preserve Life
- b) Re-assure and protect the casualty from any further danger.
- c) Deal with injury or condition as required, but only within the boundaries of your knowledge and expertise.
Designated first aiders must be called to attend any appropriate situation or incident
- d) Inform the Head teacher or Deputy Head teacher of any accident so allowing for correct documentation of the incident and for arrangements for on-going treatment or travel i.e. to hospital/ home, to be organised as required.

15.2 Recognised First Aiders at West Oaks School

Boston Spa

Joy Boyce (advanced),

Sue Harrison Bould (advanced) Co-ordinator for first aid supplies and locations

Rebecca Ingle-Paediatric

Alison Warre

Liz Hynes

Tracey Appleyard

Rebekah Newbould

Sandra Buck

Alyson Lanfear

Kam bahia

Natalie Labbett

School Nurses are not responsible for general first aid treatment. They are sometimes available for accident support but their primary role is to provide support for medical interventions to enable pupils to access the curriculum

Woodhouse Learning

Marta Smolinska

Jess Kelsey-Paediatric

Yasmin West-Paediatric

Josh Alden

Lwanne Bellas

It is desirable that all members of staff involved with the children should have a simple working knowledge of First Aid and it is important for them to be able to recognise a situation where medical help is necessary. If you do not possess this knowledge please inform your Base Leader at the earliest opportunity.

NB- In many instances in school, First aid in the form of a cleansing wash and reassurance will be the only aid necessary.

Raising of school staff and refresher training is managed within school in accordance with The Health and Safety (First-Aid) Regulations 1981 as amended.

15.3 First Aid Boxes

Fully equipped first aid boxes are located around the school premises. All staff should be aware of their locations and uses.

Boston Spa

- Staff room
- Reception+ ice packs
- Business Managers Office
- Minibuses
- Robin
- Staff Room +Ice packs
- Woodpecker +Ice packs
- Wagtail
- Sparrow –Ice packs only
- Art room Eye wash
- Home Technology/Food Tech +Burn Gels +Eye wash
- West Oaks Boston Spa High School Base
- Workshop/Garage + Eye wash
- The Works
- Boston Spa Library Annex + Burn Gels
- 14+ Cabin

15.4 Woodhouse Learning

Reception + ice packs + Burn Gels

Early Years Office + ice packs

Staff Room + ice packs

Interactive Zone equipment cupboard + ice packs

15.5 Outside visits

Outdoor pursuits rucksack and small travel packs (to be taken on visits and residential where there is likely to be any restricted access to first aid equipment) are available from the Business Managers office or from Susan Harrison-Bould at Boston Spa and from Reception at the Woodhouse Site

15.6 First Aid Procedures

In School:

In most cases the teacher in charge of the class will be capable of dealing with first aid occurrences; referring incidents as appropriate to the First Aider.

Guidance Note 1

In more serious cases the Principal and Vice Principal or Head of Centre should be informed

Lunchtime:

Lunchtime supervisory assistants should be capable of dealing with most incidents under the advice of the First Aider. More serious cases should be dealt with as in Guidance Note 1.

NB- In many instances in school, First aid in the form of a cleansing wash and reassurance will be the only aid necessary.

Visits and Residential:

For accidents and/or injuries that occur outside school premises the teacher in charge of the party will take it upon him or herself to act in loco parentis and deal with the problem as they think appropriate. On residential, parental consent will have been obtained prior to the visit (see outside visits and residential policy) consenting to the pupil being given emergency medical treatment if and as necessary.

15.7 Seizures

The very nature of the school and pupils involves areas of first aid, which need careful monitoring, and relevant skills. In particular, pupils who suffer seizures need constant vigilance and staff must be aware of the procedures for dealing with any convulsion and any risk or needs concerning individual pupil seizures. Key staff must undergo relevant training from the school nurse as deemed necessary and within the constraints of the staff role

Guidance, recording and reporting on student health issues is contained in their individual health care plan or educational health and care plan and must be discussed with the nursing staff

15.8 Medication

If pupils require medication during the school day it is the duty of the parent (as stated in the school handbook) to inform school accordingly. The procedure for medicines brought into school will be as follows:

- 1) Medicines will be given to the nurse.
- 2) Medicines to be stored by the nurse in a locked cabinet.
- 3) It is the job of the nurse to administer the medication but staff may be trained if this is deemed appropriate.
- 4) Transport staff may be trained as appropriate
- 5) If the medication is to go home daily it is the job of the class teacher via the school nurse to ensure this takes place. Medication must be passed appropriately to any relevant transport staff along with appropriate guidance on its storage and associated risks..

ON NO ACCOUNT SHOULD MEDICATION BE LEFT IN THE CLASSROOM, HANDBAGS, and COAT/JACKET POCKETS OR ANY UNSECURED LOCATION ON SCHOOL PREMISES OR VEHICLES (This includes paracetamol, ibuprofen or any other prescription/non-prescription drugs)

16.0 REPORTING OF ACCIDENTS, INJURIES, DISEASES AND DANGEROUS OCCURENCIES

However minor or insignificant the accident may appear, it should be entered on a white school accident reporting form as soon as possible.

The member of staff who witnessed the incident should complete the appropriate sections and, if necessary, the First Aider should add any information or treatment given.

The accident report form is obtained from the Business Managers Office and once completed should be returned to the Business Manager who will immediately inform the Vice Principal or Head of Centre. They will then make a decision on further action or further information being required on a CF50A form.

Records of incidents covered by RIDDOR are very important. They ensure that we collect sufficient information to allow us to properly manage health and safety risks on our school sites and which are within our control. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. Records also help to prevent injuries, ill health, and control costs from accidental losses and litigation.

Correct reporting of accidents ensures that in the event of longer term issues and adverse personal impact, any future support can be provided appropriately and in line with Leeds City Council procedures and guidance.

We must keep a record of:

- Any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR
- Any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days).
- There is no requirement to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

16.1 ‘Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013’.

This new set of regulations, which came into force on 1 October 2013 are the legal requirements schools and colleges, must meet in respect of reporting accidents, incidents and work-related ill-health. A key change brought in by RIDDOR 2013 is the redefinition of what were previously called ‘major injuries’ – now known as ‘specified injuries’. These must be reported as soon as possible if they happen at work to a member of staff, teaching or non-teaching.

Injuries to students are only reportable if fatal, or they require hospital treatment (Note: Hospital treatment does not mean ‘merely attended hospital’ for a consultation).

16.2 ‘Specified Injuries’ under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

| The new list of 8 Specified Injuries we must report under RIDDOR 2013 | |
|---|---|
| Injury | Notes to Help |
| 1. A fracture, other than to fingers, thumbs and toes. | Bone fractures include a break, crack or chip. They are reportable when diagnosed or confirmed by a doctor, including when they are specified on a GP ‘fit note’. In some cases, there may be no definitive evidence of a fracture (e.g. if an X-ray is not taken), but the injury will still be reportable if a doctor considers it is likely that there is a fracture. You don’t need to report self-diagnosed ‘suspected fractures’. |
| 2. Amputation of an arm, hand, finger, thumb, leg, foot or toe. | Amputation includes both a traumatic amputation injury at the time of an accident, and surgical amputation following an accident, as a consequence of the injuries sustained. |
| 3. Permanent loss of sight or reduction of sight. | Any blinding and injuries causing reduction in sight are reportable when a doctor diagnoses that the effects are likely to be permanent. |
| 4. Crush injuries leading to internal organ damage. | Injuries to the brain or internal organs in the chest or abdomen are reportable, when caused by crushing as result of an accident. |
| 5. Serious burns (covering more than 10% of the body, or causing significant damage to the eyes, respiratory system or other vital organs). | Injuries to the brain or internal organs in the chest or abdomen are reportable, when caused by crushing as result of an accident. |
| 6. Scalpings that require hospital treatment. | Scalping is the traumatic separation or peeling of the skin from the head due to an accident, e.g. hair becoming entangled in machinery. Lacerations, where the skin is not separated from the head, are not included, nor are surgical procedures where skin removal is deliberate. |
| 7. Unconsciousness caused by head injury or asphyxia. | Loss of consciousness means that the injured person enters a state where there is a lack of response, either vocal or physical, to people trying to communicate with them. The length of time a person remains unconscious is |

| | |
|---|---|
| | not significant in terms of whether an accident is reportable. Asphyxia (lack of oxygen) may happen when a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases, e.g. carbon monoxide. |
| 8. Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours. | An enclosed space includes any space wholly or partly enclosed, to the extent that there is a significantly increased risk to the health and safety of a person in that space by virtue of its enclosed nature. Hypothermia and heat-induced illness includes situations where a person has an adverse reaction (the physical injury) to intense heat or cold acting on the body, so they need help from someone else. |
| What to Do if The Extent of an Injury is Unclear | |
| You may not know the full extent of an injury, e.g. when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation. In such situations, we do not need to make 'precautionary' reports of specified injuries. It is likely that the accident will in any case require reporting due to the injured person being incapacitated for more than seven days. You should notify (or provide an update to) the enforcing authority as soon as a specified injury has been confirmed. | |

16.3 Over-seven-day injuries to workers

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

16.4 Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

16.5 Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.

These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

16.6 Reporting and Recording Formats

There are 3 types of forms that are used in school. All persons involved in an incident/accident on the school premises or off the school premises but carrying out duties on behalf of the school must fill in the appropriate form as detailed below.

1. White CF50 form is used to report a 'specified injury' suffered as the result of an accident. This covers general accidents such as slips, trips, falls, collision with a vehicle etc.
2. Yellow CF50A form to report all incidents involving violence or aggression which results in a person suffering an injury.
3. **General blue school accident forms** should be used for the majority of general accidents and injuries. Reporting accidents on this form ensures you have the information recorded for the future, ensuring a clear record of circumstances is retained. This information is critical to ensure the school is able to monitor, review and investigate any accidents and trends occurring as a result. This process helps to prevent further accidents and injuries and allows control measures to be implemented and a safer teaching, learning and working environment to be achieved as the result.

Guidance Note1: For 1 and 2, do not fill in the initial investigation details. This section must be filled in by a member of the senior management following the school procedures for the investigation of accidents.

The person completing the form in every case must sign it.

16.7 Boston Spa Site

The School Business Manager holds all of the above forms. Completed forms should be handed back to The School Business Manager or Sue Twitchen in his absence who will ensure reportable injuries are passed to the HSE within the required timescale and that they are dealt with by the appropriate Managers. Any queries or uncertainties can be discussed with Ian Buckland. All accidents will be reviewed and where necessary investigated with any appropriate actions taken and documented along with any information relevant to the investigation.

16.8 Woodhouse Site

Keeley Murray holds the appropriate forms and will arrange for them to be dealt with as 16.7 above

16.9 Staff with responsibility for investigating Accidents and Dangerous Occurrences

The Principal, Vice Principal, Heads of Centres,
Business Manager (IOSH, NEBOSH accreditation)

Designated persons with responsibility for the reporting of any accidents, diseases and dangerous incidents on any school Site during normal school business are:

| | |
|---------------|---|
| Ian Buckland | Business Manager (to be notified in all cases and from all sites) |
| Sue Twitchen | HR Manager, Boston Spa |
| Keeley Murray | Woodhouse Site |

For any accident or injury to a pupil requiring treatment other than simple first aid, parents/carers must be contacted. Senior managers with the advice of designated first aiders in school or the first aiders themselves will make a decision whether or not to call the emergency services. The member of staff with supervisory responsibility for that child at the time of the accident must complete an accident form and report the injury immediately to the Principal, Vice Principal or Head of Centre. .

There is no legal requirement to record a 'near miss', however it is good practice to do so. All staff are asked to and expected to report such incidents. This includes any incident that may have led to an accident or injury or has the potential to do so in the future if the risk or hazard is not dealt with appropriately.

School pupil behaviour recording sheets and records must be completed as appropriate. The information held within these forms a part of the accident investigation procedures and the electronic recording system operated by the school.

17.0 SCHOOL WORKING ENVIRONMENT

The Governors, Principal, Vice Principal, Heads of Centres and the Business Manager will take steps to determine minimum standards covering such matters as:-

- ventilation
- temperature
- humidity
- lighting
- cleaning
- room dimensions and space

For all indoor school working environments the combined effect is to establish and maintain:-

- reasonable comfort
- reasonable cleanliness
- proper illumination
- adequate free space

The temperature in work should not fall below 16°C.

18.0 EQUALITY ACT., 2010

The school has in place a School Access Policy which is currently under review. The school will take all necessary steps as far as is reasonably practicable to ensure the premises and facilities are as accessible as is possible and all users are able to move around the school sites safely and appropriately. Help and assistance will be made available as required or requested.

19.0 CAR PARKING, VEHICLE ACCESS AND EXIT ON THE SCHOOL PREMISES

All vehicles entering and exiting the school Facilities/Premises should not be driven above 5mph. Due care must be shown at all times towards pedestrians and wheelchair users. Drivers must be prepared for the unexpected. Staff vehicles must be parked only in the designated areas for parking and must be parked responsibly following the instruction of any signage in the area.

Unobstructed access for emergency service vehicles to the whole of the school Facilities/Premises must be maintained at all times.

20.0 HOME/SCHOOL TRANSPORT MANAGEMENT AND ORGANISATION

The School will eliminate all risks and hazards to pupils, staff, contractors and visitors created as the result of authorised vehicles coming onto the school site to drop off and pick up pupils and their escorts.

These procedures must be adhered to by all persons and at all times when pupils are being dropped off at school at the start of the school day or being picked up to be taken home at the end of the school day.

20.1 Information, guidance and instruction to transport contractors and In-House staff

The following school transport management procedures are available and supplied to all transport contractors and in-house staff and are freely available to all site users independent of but without prejudice to the whole contents of this policy.

- The School operates a Strict No Smoking Policy across the whole school site
- The use of any foul language on the school site is strictly prohibited
- Vehicles must not arrive at the sites before 9.00am unless authorised otherwise. The school gates will be opened at 9.00am and locked at 9.15am in the morning and opened at 3.00pm and locked at 3.15pm each afternoon
- The school gates must be closed and supervised when pupils are moving to and from vehicles
- Pupils must be in their Class between **9:00 and 9:20 am**
- Pupils **must not** leave their Class **before 3:15pm unless authorization has been granted in advance by the Head teacher**
- Pupils are not allowed into the school buildings until 9.00am when the school day begins
- All vehicles are restricted to a maximum **5mph** speed limit on entering and leaving the school site
- *Reversing is only permitted when a person/banks man is present in view of the driver to direct him and prevent collision with other vehicles or persons. This is the responsibility of the driver at all times they are in control of a vehicle carrying out reversing and parking manoeuvres.*
- Movement of vehicles whilst pupils are present in the Car Park is strictly prohibited unless directed by the car parking supervisor
- All minibuses must be fitted with a functional audible reverse warning device
- All vehicles must park in an orderly manner starting from the farthest rear part of the car park or as directed by the car park supervisor.
- Respect must be shown for the other vehicles and their deployment of any wheelchair access equipment, and wheel chair and pupil access to and from vehicles
- Once parked appropriately, engines must be turned off.
- The School gates will be closed at 3.15 or when the car park is at its capacity as determined by the member of school staff charged with that responsibility.
- Vehicles arriving after this time must wait at a safe place outside of the school site until the current vehicles have left the site. Please park with respect to local residents and other vehicular movement
- Once pupils are aboard the vehicles present in the car park, drivers will be advised that they can restart their engines. The gates will be opened and vehicles should leave the car park in an orderly manner as directed by the member of school staff on duty (car park supervisor). Vehicles parked in the parking bays are requested to wait until the centre of the car park has emptied. Please remain patient and aware of other vehicular movement
- Vehicles waiting outside the school gates will then be able to enter the school car park and follow the same procedures
- Vehicles in which pupils are transported represent both a working environment and part of the pupil's school environment. Adults accompanying pupils in the vehicles must be mindful at all times of the need to hold only appropriate conversations and respect the confidentiality of pupils, staff and school
- All students must be transferred to and from their transport within the School Site and under the supervision of an appropriate escort.
- The member of staff on duty in the car park must be shown respect and understanding at all times
- **All** transport staff must display an up to date identification badge and Permit.
- All School staff, transport staff and Contractor's walking and moving within the school premises must wear a high visibility waistcoat or jacket

21.0 HEALTH AND SAFETY AUDIT

Each Year, any union Health and Safety Representatives will carry out a Health and Safety Audit in school. This will coincide with a Governors Health and Safety Inspection. Following this, the Principal will report to the governors at their next meeting and will report any findings, his / her responses to them and details of any remedial action which may be required or undertaken previously.

22.0 HEALTH AND SAFETY LITERATURE

Each member of staff will be given a copy of this policy. It is the responsibility of all members of staff to familiarise themselves with its contents. A copy of the LA`s Health and Safety Policy is kept in the Business Manager`s office and can be viewed at any time.

A range of other relevant guidance and documentation on Health and Safety issues and legislation is kept by the School Business Manager. Support and guidance within any area of health, safety, welfare and the school environment is also available from the Business Manger

It will be the responsibility of the Principal to inform relevant staff and Governors of any amendments or additions to current policies and manuals, and of any other health and safety literature.

23.0 Training

Basic Health and Safety Training will be given to new staff by the teacher responsible for Staff Development and the Business Manager as part of their induction. More specialist training will be arranged by the Head teacher / INSET Co-ordinator for appropriate staff as part of the school`s INSET plan.

24.0 Induction

All staff and volunteers working in school must receive an induction within their first week in school. Subsequent periodic/refresher inductions will be arranged in line with the Principals instruction. If you have not had an appropriate induction or feel you do not have enough information or training to carry out your role safely. Please bring this to the attention of your line manager or school Principal, Vice Principal or Head of Centre immediately.

25.0 FAILURE TO FOLLOW THE SCHOOL HEALTH,SAFETY,WELFARE AND ENVIRONMENT POLICY

Failure to follow the information contained within these policies or to adopt and maintain a good practice with regard to your own Health & Safety and that of other persons within the school environment may invoke the school disciplinary procedure.

Signed: Chair of Governors

Date:

Signed: Principal

Date:

Signed: Business/Health and Safety Manager

Date: