

# Woodside Academy



## Health and Safety Policy

Agreed by the Governing Body: April 2024

*This Policy is written in accordance with Section 2(3) of the Health and Safety at Work Act 1974*

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### Section 1 – General Statement of Health and Safety Policy

The schools governing body along with the Principal recognise and accept their legal responsibilities for health and safety within the school. We recognise as responsible employers and/or as persons in control of the premises the need to provide a safe working environment for employees, pupils and any others who may be affected by our activities.

To ensure that the above is met, the schools Governing body and Senior Management Team will so far as is reasonable practicable provide to ensure that:

- Compliance with all relevant health and safety legislation applicable to us is managed
- Information, instruction, training and supervision is provided
- The premises and grounds are maintained in a safe condition
- There is safe access and egress to all parts of the school premises
- Plant and equipment is safe to use
- Safe systems of work are defined, implemented and managed
- Off site visits are conducted in a safe manner and risks are identified and controlled (see: Offsite visits risk assessment)
- The handling and use of substances and articles is safe at all times and procedures exists for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, relating to the risk assessments and the controls required to ensure a safe working culture (see: On-site risk assessments)

To ensure that health and safety is given a high profile within the school, the Governing body will, within its allocated resources from the developed capital, set aside adequate finances for this policy to be complied with and any allocated works/safety projects to be completed.

To provide continued improvement in our health and safety performance, staff are encouraged to support the Governing body in their implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

This policy statement, along with Section 2 – Organisation for Health and Safety, and Section 3 – General Arrangements, has been approved by the schools Governing body.

## **Section 2 – Organisation for Health and Safety**

### **School Governing Body**

School Governing bodies have responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors
- To assist the Principal to produce and implement an effective Health and Safety Policy including organisation arrangements and procedural documents for work activities
- To regularly review the health and safety arrangements within the school to ensure that the organisations structures are effective and meet the needs of the school
- To agree with the Principal a policy for financing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school
- To receive through the Principal, or school staff, copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties
- The governor who oversees Health and Safety is Aimee Joiner.

### **Principal**

The Principal has the following responsibilities:

- To ensure that all staff are aware of their duties and compliance within the PREVENT strategy
- To establish and implement a suitable Health and Safety Policy within the school
- To establish and regularly review risk assessments (generic, specific and fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school
- To regularly review the schools Health and Safety Policy and the supporting organisational arrangements and practices

- To ensure that arrangements are made for informing Governors and staff about the health and safety policy and that they have access to it
- To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements
- To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures
- To ensure there is a designated member of staff to undertake specific duties on health and safety and to act as “safety co-ordinator” between the school, the council, the safety officers, the enforcing authorities and service providers
- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure that these documents are readily available for use by staff
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties
- To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and guidelines supplied by the council and monitor the processing of accident forms in accordance with the accident reporting procedure
- To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfE
- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures
- To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person
- To agree safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises
- Hazardous, flammable and highly flammable substances are stored correctly

### **School Health and Safety Co-ordinator**

The Principal may delegate these responsibilities to the Health and Safety Co-ordinator in part or full:

- To assist the Principal to plan, implement and assess the Health and Safety Policy and organisational arrangements and regularly review the system of risk assessments as required by the relevant regulations
- To assist the Principal to regularly review the schools Health and Safety Policy and organisational arrangements
- To ensure that members of staff are aware of and have access to the schools Health and Safety Policy
- To inform new or temporary staff of their health and safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties
- To liaise with the Principal and, where appropriate, seek further advice on the implications of safety legislation, codes of practice and approved safe working procedures
- To support the investigation of accidents, dangerous occurrences and near misses occurring on the school premises and report the findings to the Principal as appropriate
- To regularly monitor:

- The first aid procedure within the school, including the availability of first aid equipment and trained staff
- The fire evacuation procedure within the school and arrange for regular fire drills to test the effectiveness of the procedure
- Compliance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002

### **Class Teachers**

Class teachers are responsible to:

- Exercise effective supervision of their pupils
- Understand and comply with the fire evacuation procedures for the school and assembly points to evacuate to
- Understand the first aid and accident reporting procedures and to comply with them
- Follow the health and safety measures identified for their area of teaching and any relevant safety procedures
- Personally follow safe working procedures and ensure pupils follow good examples of safe working
- Only work with equipment supplied by the school
- Ensure all accidents, incidents and near misses are reported through the normal channels

### **Employees (including temporary and voluntary)**

All employees have a duty to carry out their work with due regard for the health and safety of themselves, other employees, pupils and the general public and to observe health and safety requirements relevant to their activities.

## **Section 3 – General Arrangements**

### **Reportable Injuries**

#### What are 'reportable' injuries?

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified injuries to workers (Regulation 4)
- Injuries to workers which result in the incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which could occur on hospital premises (Regulation 5)

#### Where to report accidents/incidents

Where the reporting system is utilised then the accident reports will be directly collected by corporate safety.

#### Time scale for reporting

All accidents should be reported to the Principal and recorded as soon as you are aware of them.

### The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported immediately if they arise from a work-related accident, including an act of physical violence to a worker.

### Specified injuries to workers

If the accident involves a major injury then it must be reported immediately, a major injury is defined below:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crash injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - Covers more than 10% of the body
  - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
  - Leads to hypothermia or heat-induced illness
  - Requires resuscitation or admittance to hospital for more than 24 hours

The HSE requires that accidents must be reported to them where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as a result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

### **Asbestos**

Serious, often fatal diseases can be caused when asbestos fibres are released from materials, become airborne or are inhaled.

### Where is asbestos found in buildings?

Refer to the Asbestos Register

### Who is at risk?

School Site Managers have been identified as a particular group at risk due to the nature of their work (e.g. drilling and fixing). Vandalism may also result in the release of asbestos fibres e.g. damage to asbestos panels caused by pupils kicking them.

Teachers and pupils are not likely to be at risk in the course of their normal activities. However if they carry out activities, which cause damage to Asbestos-Containing Materials (ACM), such as pinning of tacking work to asbestos insulation board or ceiling tiles, some asbestos fibres may be released.

It needs to be emphasised that the regulation does not require the automatic removal of ACMs.

Any work undertaken by contractors will require them to complete the asbestos declaration form (see Asbestos Management Plan). When an asbestos report is not available, if the type of work is on the exception list then they can continue to work as defined by the exception list. If the works are not on the exception list they are to stop work and await an asbestos survey report.

## **Bad Weather**

### Early closure due to bad weather conditions

The Principal should decide upon any specific arrangements which are appropriate for individual staff, such as those who are pregnant or experience problems of mobility.

Early closure should be avoided except in the most exceptional circumstances. In very severe weather, the judgement to close early must depend upon whether children and staff are at risk of not being able to get home by their usual times. Arrangements must be made to look after children who have to remain at school because they are unable to gain entry to their homes.

The school should ensure that there are two/three members of staff, probably living closest to the school, who would be expected to arrive at the school and form an emergency cover team during inclement weather. They should also be able to remain in the school until the usual closure time so that messages can be conveyed to parents.

## **Building Work and Contractors**

All contractors must report to Reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will have an induction, giving details of fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

## **Display Screen Equipment (DSE)**

Display Screen Equipment (DSE) training will be given to staff who use DSE daily for an hour or more at a time. Care must be taken not to allow children with epilepsy to work on computers for periods longer than 15 minutes without a break.

## **Electrical Equipment/Appliances**

Any faults must be reported immediately and the item removed from use. All electrical fittings and appliances must be regularly checked by the approved/identified person. Electrical equipment checks are carried out annually. Records are kept in the school office (see most recent PAT testing schedule).

## **Computer Risk Assessments**

See ICT Policy and E-Safety

All equipment should be regularly tested and labelled by the electrical technician undertaking the task.

## **Primary First Aid Provision**

The main legislation relating to First Aid at work is the Health & Safety (First Aid) Regulations 1981 which require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be provided.

First aid provision must be available at all times whilst people are on school premises and also off the premises on school visits.

The minimum first aid provision in the workplace is:

- A suitably stocked first aid box
- An appointed person to take charge of first aid arrangements

It is also important to remember that accidents can happen at any time. Therefore, first aid provision needs to be available at all times when people are at work.

The school will ensure that it has sufficient resources to administer first aid.

Identified staff for training should attend the 1 day first aid course and the supplementary course for Paediatric first aid to ensure that they are provided with training on resuscitations for all persons.

## **Fire Safety**

### Annual Fire Risk Assessment

*(See Fire Risk Assessment Review Document)*

The Fire Risk Assessment should be subject to a full review when the existing risk assessment is found to be inaccurate or the building has been subject to a significant change.

All actions and outcomes are reported to the Governing body.

### Fire and Evacuation Procedures

#### **ALL STAFF MUST BE AWARE OF THE FOLLOWING REQUIREMENTS**

- At all times, fire doors must be unobstructed and closed “under no circumstances should fire doors be chained or secured in an open position”
- All exit doors should be unlocked when rooms are occupied. Exits must be clearly identified and marked
- All fire doors must be inspected weekly to ensure that closing mechanisms are in good working order (as part of the Site Manager’s regular checks)
- All combustible storage must be removed from boiler rooms and rooms where there are electrical appliances
- Displays, hangings and mobiles act as dangerous accelerants in cases of fire. In order to reduce this risk, these must be kept to ‘reasonable proportions’ and must not be placed across exits
- All new purchases of soft play equipment must be confirmed as non-combustible and must be clearly labelled showing this

- On sounding the alarm, the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them if possible
- The location of any gas cylinder must be known and the Senior Fire Officer informed on arrival
- At a fixed time each week the alarm will be tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order
- Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure. Staff will be provided with their class attendance list at their relevant line up zone where a register will be taken immediately
- At any time the Principal or designated member of staff may require a full evacuation of the entire site. Staff must accompany their children and act immediately as they are directed/instructed
- Where children have a Personal Evacuation Egress Plan (PEEP), these must be followed without deviation and reviewed at the start of every new academic year

#### IF YOU DISCOVER A FIRE

1. Operate the nearest fire alarm
2. Dial 999
3. Carry out any previously delegated duties to be done in the event of a fire or go to the nearest line up point

#### ACTION ON HEARING THE FIRE ALARM

- Teacher of responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out
- Proceed to line-up point in the playground
- Everyone should walk quickly – but not run
- Keep quiet
- Do not stop or return for any belongings
- Office staff will carry out a roll call of all visitors assembled in the centre circle and will notify the Principal that all visitors are accounted for (checks will be made from the signing in and out book)
- Office staff (Site Manager) will unlock the main side gates allowing direct emergency evacuation if deemed necessary
- Once all children and adults in the cohort have been identified as present, staff calling the register must raise their hand to signal to the Principal that everyone is present

If necessary, the Principal will instruct to call the Fire Brigade. Calling 999 and asking for the Fire Brigade giving clearly the school address and post code.

#### Fire Hazards

Rubbish and waste should not be left in the boiler rooms or other storage rooms, in or near any escape routes or any passageways.

Displays or decorations must not be placed near any form of heaters, suspended from any light fittings or cover fire alarm call points.



**Smoking**

Woodside Academy is a no-smoking area. Smoking is not permitted on any part of the site, inside or outside. This must be adhered to by all staff, parents, visitors and contractors working on site.

**Gas Hazards**

Staff must report any suspicion of gas leakage at once. Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas, windows should be opened.

Gas appliances are serviced annually and records are kept in the school office.

There is an emergency cut off switch located in the kitchen area.

The Site Manager is responsible for ensure the safety of all working heaters.

Any faults or concerns with any gas installations must be reported at once.

**Glass/Glazing**

All new installations of glass will meet HSE standards.

**Legionnaires Disease**

A Water Hygiene Risk Assessment is carried out every 2 years.

Appropriate qualified person(s) must carry out Legionella risk assessments.

The Principal must make arrangements for carrying out and reviewing risk assessments and all associated works with an approved water hygiene consultant or specialist contractor. The risk assessment must be kept in a secure place, with authorised access by individuals with responsibility for completing the log book.

**Lone Working**

When working alone, no job/task must be carried out which may result in a fall from height, electrocution or becoming trapped.

The lone worker must have a means of contacting emergency help should they require it.

**Home Visits**

Home visits, especially by EYFS staff must be done in pairs and may not come under 'lone working'. However, there may be other occasions where it is necessary for a member of staff to visit the home or a family.

When carrying out home visits, staff must ensure that they are 'comfortable' when entering a home. If a member of staff does not feel safe for any reason during their visit then they must leave the premises immediately and report the matter to the Principal.

### **Manual Handling**

The school will ensure that proper training has taken place to ensure that staff are aware of safe lifting techniques.

Children who have been asked to move chairs or furniture must only do so with guidance and support from an adult.

### **New and Expectant Mothers**

All visitors and staff, including new and expectant mothers, are considered when carrying out risk assessments. The school also follows advice from the school nurse and the Health Authority when sharing information regarding contractible illnesses/diseases.

Any member of staff who is known to be pregnant is not expected to accompany any farm visits, or expected to lift/carry equipment/resources.

### **Play Equipment/Play Area**

Risk assessments for the use of these areas can be found in the risk assessment file.

The Site Manager regularly undertakes visual checks of all play equipment as part of his general health and safety checks. The Principal and named Governor also carry out visual checks of the play equipment during their health and safety checks.

### **Pupil Work Experience**

All students and pupils recommended by their school as suitable for work experience at Woodside Academy are required to make an initial visit to school to meet with Ms. Haydon (Student Mentor). During the visit the pupil must give personal details such as emergency contact details and information relating to any known medical conditions. A school insurance form is completed by the mentor and pupil and policies/procedures relating to child protection, first aid, fire drills, health and safety, dress codes, signing in/out are discussed. The pupil is also made aware of how to access these policies from the school website or school office. The pupil signs to say that they have understood and agree to work in accordance with the procedures shared with them.

### **Risk Assessment**

Risk assessments should be carried out on a regular basis to assist all staff in recognising potential hazards and taking action to minimise the risk that they cause (see Risk Assessment Folder).

If there has been a significant change, then the risk assessment will require immediate review, otherwise reviews should take place at reasonable time periods.

### **Visits and Offsite Supervision**

Please refer to the Offsite Visits Policy.

**Use of the school minibus**

Staff may book the use of the school minibus at any time, but only designated/qualified drivers can drive the school minibus.

**Security**

(See Safeguarding Policy)

**Entry to school**

All school entrances, including side gates will be locked by 09.00am. All staff, pupils, parents and visitors must report to the main entrance.

All visitors to school must wear an ID badge, as supplied by the school secretary, at all times during their visit.

Staff coming across a stranger without an ID, if safe to do so, should challenge the individual regarding the nature of their visit. If staff are in a vulnerable situation they should report any suspicious visitors to the office. The secretary will then summon assistance. Pupils must not challenge 'strangers' but should be encouraged to report concerns to a known, responsible adult.

**Playtime Supervision**

Staff on playground supervision duty should ensure that all gates are locked. Hot drinks must not be taken outside on duty or to classrooms where/when children may be present.

**Safety for Life**

When appropriate and/or relevant, pupils will be taught specific safety rules and skills as part of an integrated curriculum. When problems or concerns are brought to the school's attention it may be necessary to suspend normal activities to focus on a specific aspect of safety, within or outside of the school, for example:

- Road Safety – cycling proficiency programmes
- Water Safety – school swimming programme
- Personal Health and Safety – sex education and healthy living

**Working at height**

Always use suitable equipment for working at height e.g. 'kick step' type stools, properly designed and maintained low-steps and use poles for opening and closing windows. If you still cannot reach, ask for help from the Site Manager.

Step ladders must only be used if they are fully open and are placed on a flat, hard surface. The top step should not be used unless the hand support extends higher than knee level.

**Lettings**

Please refer to Lettings Policy.

## Section 4 – Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy complies with our funding agreement and articles of association.