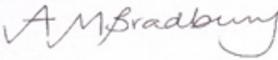




## A.17 Health and Safety Policy

### Standards and Regulations

National Minimum Standards	
Keeping Children Safe in Education	
Mission Statement in Action	

Person with responsibility for health & safety	School Business Manager (Christine Taylor)
Overall and final responsibility for health and safety  Chair of Governors (B Auty)  Headteacher (A Bradbury)	Governors and Headteacher  
Day to day responsibility for ensuring that this policy is put into practice	School Business Manager (Christine Taylor)  
Departmental health & safety arrangements delegated to	Line managers

### 1. Statement of general policy

	Responsibility assigned to	Action / arrangements
It is the school's policy to do all that is reasonably practicable to ensure that all employees work in a healthy and safe environment and that any pupils, visitors, volunteers or members of the public are not put at risk	School Business Manager and Headteacher	<ul style="list-style-type: none"> <li>Those responsible will oversee health and safety matters and will ensure that risk assessments are carried out, monitored and reviewed annually.</li> <li>External competent advisers are used to promote and develop standards.</li> <li>All contractors are carefully selected and managed.</li> <li>First aid provision is assessed and provided accordingly.</li> <li>Incidents and accidents are recorded, reported and investigated where appropriate, and any arising action points are documented in the risk assessment process.</li> <li>Specific risk assessments for young persons and lone workers are prepared when required.</li> </ul>

<b>The provision of sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work, so far as is reasonably practicable.</b>	School Business Manager and Headteacher	<ul style="list-style-type: none"> <li>• St John's will provide appropriate information, instruction, training and supervision in all areas of the school involving all employees through the process of representation, consultation and communication.</li> <li>• Ongoing risk awareness training is provided as determined by risk assessment.</li> </ul>
<b>The provision of a place of work, access to it and egress from it which are, so far as is reasonably practicable, safe and without risk to health.</b>	School Business Manager and Headteacher	<ul style="list-style-type: none"> <li>• St John's will ensure that all staff are aware of emergency procedures.</li> <li>• Planned evacuations are carried out on a regular basis and recorded.</li> <li>• St John's will ensure that all exits, routes and firefighting equipment are not obstructed at any time.</li> </ul>
<b>The provision and maintenance of plant and conditions of work that are, so far as is reasonably practicable, safe and without risk to health.</b>	School Business Manager and Headteacher	<ul style="list-style-type: none"> <li>• All regular plant users will complete an assessment before starting work</li> <li>• Ongoing assessments will be carried out by the school to ensure safe working practices.</li> </ul>
<b>The provision and maintenance of a working environment which is, as far as is reasonably practicable, safe and without risk to health, and adequate as regards the facilities and arrangement for the welfare of employees at work.</b>	School Business Manager and Headteacher	<ul style="list-style-type: none"> <li>• St John's will take all reasonable care to protect all employees and others who may be affected by our activities and facilities by designing, implementing and monitoring safe operating procedures and safe systems of work to eliminate all foreseeable hazards.</li> </ul>

## 2. Key Locations

Employers have a legal duty under the Health & Safety Information for Employees regulations to display the approved poster in a prominent position in each workplace.

The Health & Safety law poster is prominently displayed in the staff room.

The first aid boxes are located across the school site, clearly marked with a poster containing first aider details.

RIDDOR reportable accidents and incidents are reported by the School Business Manager (Christine Taylor).

## 3. Health and Safety Arrangements and Procedures

<b>Accidents, Incidents and Near Misses</b>	<ul style="list-style-type: none"> <li>• All accidents, incidents and near misses involving an employee, pupil, contractor or visitor should be reported within 24 hours. A detailed account of the incident and all relevant information must be provided, including names and addresses of any witnesses. Reporting forms are kept in the Head of Care's office.</li> <li>• Pupil incidents are recorded in the appropriate incident book which is held in the school reception office.</li> <li>• Accidents, incidents and near misses should be followed up, by carrying out a risk assessment. This will also assist the management to collate information regarding the accidents, incidents and near misses that have occurred so that preventative measures can be put in place.</li> </ul>
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	<ul style="list-style-type: none"> <li>Managers will ensure that all employees are made aware of the requirement to report accidents, incidents and near misses, including acts of violence or aggression to themselves or others in the school.</li> </ul>
<b>Reporting of injuries, disease and dangerous occurrences regulations (RIDDOR) 2013</b>	<ul style="list-style-type: none"> <li>In the event of an incident, a qualified first aider must be summoned immediately, or in their absence, an ambulance should be called. In the event of a serious injury the School Business Manager should be notified as soon as is immediately practicable.</li> <li>A record must be kept by a 'responsible person' of all medical treatments given at the scene of the accident. This may be required later for legal purposes, but will also assist the ambulance crew on their arrival to make a correct assessment of further medical treatment to be given.</li> </ul>
<b>Workplace inspection</b>	<ul style="list-style-type: none"> <li>Half termly health and safety audits should be carried out to identify any health and safety issues at an early stage. The audits should be carried out by a competent person.</li> <li>Full support is required by each manager so that any health and safety issues arising within their department can be addressed properly</li> <li>Any health and safety issues occurring in between the audit should be addressed in the usual way, ensuring that prompt remedial action is taken.</li> <li>Daily checks should be made of general housekeeping conditions, floor and stair conditions, fire exits, access points and lighting. These do not need to be recorded.</li> </ul>
<b>Temporary workers</b>	<ul style="list-style-type: none"> <li>All temporary and freelance workers are required to comply with this health and safety policy and procedures for the health, safety and welfare of themselves and others.</li> <li>They will receive relevant information advising them of their health and safety duties.</li> <li>Any contractors undertaking work, especially hot work – welding, cutting or burning, must have adequate public liability insurance with a limit of £5 million.</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>All visitors must report to Reception to sign in and be advised of the emergency evacuation procedures.</li> <li>The 'Arrangements for Accompanying and Vetting School Visitors' policy must be followed.</li> <li>It is the responsibility of the designated employee to ensure that their visitor has signed out when leaving the premises. This will ensure that, in the event of an evacuation, all visitors are accounted for.</li> <li>All visitors assigned a red visitors badge must be supervised by a school employee at all times.</li> </ul>
<b>Contingency planning</b>	<ul style="list-style-type: none"> <li>Potential critical incidents are identified as part of the school's risk assessment process by considering what might happen on-site and off-site, who might be harmed and how, and checking plans for managing such incidents.</li> <li>Effective plans are established to mitigate the effects of unforeseen crises.</li> <li>These plans are rehearsed periodically and refined as necessary.</li> <li>Key staff are trained in their duties.</li> </ul>
<b>Contractors</b>	<ul style="list-style-type: none"> <li>No work is started until a contractors job safety form has been completed, and agreement is reached on safety, taking into account the</li> </ul>

	<p>magnitude of the risks of the job and use of the areas(s) where the work will be done.</p> <ul style="list-style-type: none"> <li>• All contractors are subject to the premises access control procedures and are only allowed entry to those parts of the school that are necessary for the completion of their work.</li> <li>• Contract terms and insurances adequately protect the interests of the school.</li> <li>• Any work authorisation procedures, such as hot work permits, are implemented where necessary for the safety of people and premises.</li> <li>• Disclosure and barring service (DBS) and other checks are completed for contractors who may have unsupervised contact with service users.</li> </ul>
<b>Equipment and electrical testing</b>	<ul style="list-style-type: none"> <li>• Employees must report any obvious damage or defects that can be seen, or if there is an interruption in the electrical supply. Employees must not attempt to rectify or dismantle any electrical equipment.</li> <li>• A risk assessment must be carried out to outline the basic measures to be taken in controlling the risks associated with electrical work.</li> <li>• All portable electrical appliances must be tested by a competent electrician at regular intervals.</li> <li>• Employees must not bring their own electrical appliances into school unless the equipment is brand new and has been supplied by a reputable company, or has been subject to a PAT test.</li> <li>• Employees must not overload electrical sockets and should switch off appliances when not in use.</li> </ul>
<b>Ergonomics</b>	<ul style="list-style-type: none"> <li>• In the event of an employee experiencing pain or difficulty in movement as a result of sitting at a screen, their DSE assessment will be checked and they will be advised accordingly with recommendations made for preventing further injuries.</li> <li>• Preliminary inspections of individual job tasks will be undertaken by the Office Assistant, Jackie Peacock. All findings will be documented, as well as any other health related issues discussed with the employee.</li> </ul>
<b>First aid requirements for other people</b>	<ul style="list-style-type: none"> <li>• The provision of first aid assistance is determined by risk assessment.</li> <li>• First aid kits are checked and replenished regularly.</li> <li>• Accident / incident / near miss reporting sheets are kept in a suitable place which is easily accessible to all first aiders.</li> <li>• It is the responsibility of all first aiders and staff attending the incident to record the relevant details, including any treatment administered.</li> </ul>
<b>Legionella</b>	<ul style="list-style-type: none"> <li>• A combination of temperature control, physical checks and disinfection are in place.</li> <li>• All parts of the hot and cold water system, including heaters, storage tanks, pipework and outlets are adequately cleaned and maintained.</li> <li>• The Maintenance Manager has the responsibility for controlling legionella.</li> <li>• Records of control systems are maintained.</li> <li>• Controls are in place to manage the risk to health in part of the school where legionella has been found to be present</li> </ul>
<b>Manual handling</b>	<ul style="list-style-type: none"> <li>• Appropriate risk assessments are carried out for all manual handling tasks where there is significant risk of injury.</li> <li>• All employees are trained in manual handling and the avoidance of manual handling injuries.</li> </ul>

	<ul style="list-style-type: none"> <li>• Moving and handling of heavy / awkward loads is never done by lone workers unless aided by lifting and handling equipment.</li> <li>• All employees are aware of their legal duty to report accidents and any damage to equipment provided.</li> </ul>
<b>Personal protective equipment</b>	<ul style="list-style-type: none"> <li>• Personal protective equipment (PPE) is provided to each member of staff and pupil where risk assessment shows this to be necessary.</li> <li>• Information, instruction and training on the use and care of PPE is provided.</li> <li>• Sufficient supplies of PPE are made available.</li> </ul>
<b>Fire safety</b>	<ul style="list-style-type: none"> <li>• A fire risk assessment is carried out and any remedial measures are identified and implemented.</li> <li>• The assessment is reviewed annually, or when there are significant changes to the premises.</li> <li>• A fire emergency plan is established.</li> <li>• Regular fire drills are carried out in line with the findings of the fire risk assessment.</li> <li>• Staff are trained in the requirements of the emergency action plan.</li> <li>• Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are regularly checked and maintained.</li> <li>• All fire escapes are checked regularly to ensure they remain free from obstruction.</li> </ul>
<b>Risk assessments</b>	<ul style="list-style-type: none"> <li>• Employees who undertake risk assessments receive training.</li> <li>• Risk assessments are undertaken to identify significant risks associated with buildings, activities and people.</li> <li>• Generic risk assessments are used wherever possible so as to ensure consistency of approach. Any specific risks will have a written risk assessment which will be carried out by the relevant line manager.</li> <li>• The risk assessment findings are recorded, communicated and acted upon.</li> <li>• Risk assessments are reviewed regularly, and following a significant accident, change in the law or a change in key personnel.</li> <li>• The School Business Manager will ensure that the relevant managers are implementing the above, and review this annually.</li> </ul>
<b>Safety awareness, induction and information</b>	<ul style="list-style-type: none"> <li>• A copy of this health and safety policy is displayed in staff areas.</li> <li>• Induction training is provided for new staff and ongoing safety information, instruction and training is provided for all staff. This training is recorded.</li> <li>• St John's may consult directly with each employee on health and safety issues.</li> <li>• St John's will consult with staff through the staff meetings so that employee representations can be made to the management on potential hazards and dangerous occurrences in the workplace.</li> </ul>
<b>Stress and work/life balance</b>	<ul style="list-style-type: none"> <li>• Managers actively encourage the risk assessment process, offering counselling facilities available and support to each individual concerned.</li> </ul>
<b>Violence at work</b>	<ul style="list-style-type: none"> <li>• If a worker experiences and aggressive or violent attack, even if it is verbal, it is important that the incident is formally reported and the employee is given support.</li> </ul>
<b>Young persons</b>	<ul style="list-style-type: none"> <li>• A specific risk assessment is undertaken for each young person (under 18 years old) who starts employment with the</li> <li>• school, including work experience or training schemes.</li> </ul>

- Every young person works under the supervision of an experienced employee at all times.

#### 4. Key Staff and Contact Details

JOB TITLE	NAME	CONTACT (extension)	CONTACT (email)
School Business Manager	Christine Taylor	102	<a href="mailto:ctaylor@bostonspa.org.uk">ctaylor@bostonspa.org.uk</a>
Maintenance Manager	Rick Hawes	131 / 07900 911706	<a href="mailto:rhawes@bostonspa.org.uk">rhawes@bostonspa.org.uk</a>
School Nurse	Kate Adams	114 / 07549 629706	<a href="mailto:kadams@bostonspa.org.uk">kadams@bostonspa.org.uk</a>
Office Assistant	Jackie Peacock	100	<a href="mailto:jpeacock@bostonspa.org.uk">jpeacock@bostonspa.org.uk</a>
Headteacher	Ann Bradbury	103	<a href="mailto:abradbury@bostonspa.org.uk">abradbury@bostonspa.org.uk</a>
Deputy headteacher	Kevin Harrington	111 / 07473 177544	<a href="mailto:kharrington@bostonspa.org.uk">kharrington@bostonspa.org.uk</a>
Head of Care	David Phipps	104	<a href="mailto:dhipps@bostonspa.org.uk">dhipps@bostonspa.org.uk</a>
Assistant Headteacher	Catherine Baldwin	105	<a href="mailto:cbaldwin@bostonspa.org.uk">cbaldwin@bostonspa.org.uk</a>
Lead teachers – The Glen / Rainbows	Frances Murray	119	<a href="mailto:fmurray@bostonspa.org.uk">fmurray@bostonspa.org.uk</a>
	Calvin Summersall-Frith	148	<a href="mailto:cfrith@bostonspa.org.uk">cfrith@bostonspa.org.uk</a>
Lead Teacher – Sixth Form	Sean Lynch	142 (01904 770813 York College)	<a href="mailto:slynch@bostonspa.org.uk">slynch@bostonspa.org.uk</a>
Deputy Head of Care	Matt Wilson	104	<a href="mailto:mwilson@bostonspa.org.uk">mwilson@bostonspa.org.uk</a>
Catering Manager	John Dyson	120	<a href="mailto:johndysondcs@gmail.com">johndysondcs@gmail.com</a>

Date of last review	Date for next review	Reviewed by	Governing Body / SLT Approval
May 2019	May 2020	C Taylor	H&S sub committee May 2019