



Robert
May's
School

HEALTH AND SAFETY POLICY

2020-2022

Approval:	December 2020
Review:	Biennially
Next date of review	May 2022

Health and Safety Policy

This is the statement of general policy and arrangements for:

Robert May's School

Overall and final responsibility for health and safety is that of:

The Trustees of Robert May's School

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

The Headteacher

This policy covers the general approach to Health & Safety at Robert May's School and is supplemented by the Health & Safety Manual and Health & Safety guidance pertaining to curriculum areas of the school, and, where appropriate, relating to specific activities or the use of equipment.

Statement of general policy	Responsibility of	Action / Arrangements
To put place protective measures in line with the government guidance to reduce the risk of Covid19 infection spread and minimise transmission	Trust Board Headteacher and Senior Leaders With support from H&S Officer	<ul style="list-style-type: none"> • Approved Risk Assessment reviewed regularly to ensure it is aligned with government guidance • Guidance issued to staff, pupils and parents regarding measure to combat risk of infection • Visitors restricted and off-site visits suspended • Cleaning provision increased • Increased ventilation, circulation routes, Year Group bubbles, social distancing for staff and additional hygiene measures • Visual signage provided around the school to support guidance • Behaviour policy outlines clear expectations of pupils and actions to be taken if not followed,(circulated to parents / carers) • Follow the Emergency Closure Procedure as necessary • Adopt PHE guidance for identified cases/outbreak and adopt Track and Trace protocols as appropriate
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities and in relation to off-site trips, visits and activities	Headteacher with support from: CFO Facilities Manager Health & Safety Officer (EVC) Deputy Head Teacher (Curriculum H&S) Heads of Departments (HoD's) All staff have a statutory obligation to cooperate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities.	<ul style="list-style-type: none"> • Relevant risk assessments in place for activities in/out of school, reviewed annually or as required, or if working habits or conditions change or incident occurs. • Health and safety is standing item on Trustees Resources Committee. An H&S Link Trustee reports up to Resources Committee. • Members of CLEAPSS, DATA and AfPE. • Health and Safety advice and guidance purchased from Ray West Safety Solutions • Department, classroom and activity Risk assessments are carried out and reviewed annually in all Departments and the HoD is responsible for ensuring agreed actions are completed • Hirers of premises made aware of H&S arrangements • Comprehensive documentation and processes for arranging any off site activity involving students(HCC's Evolve) • Arrangements in place for ensuring drivers of minibuses are suitably covered by Insurance • First Aid facilities in place for staff and students • Asbestos and Legionella management plans • Premises traffic risk assessment • Trained accident investigators
To provide clear instructions, information and adequate training to ensure employees are competent to do their work	Headteacher With support from: CPD Director Health and Safety Officer Deputy Headteacher (Curriculum H&S) Heads of Departments (HOD's)	<ul style="list-style-type: none"> • The school provides an H&S manual available readily to all staff. All staff receive H&S induction on commencement of employment. • The school has well established Safeguarding procedures and policy in place and all staff receive Safeguarding training as part of induction. • Specific department procedures and policies relevant to the department's work activities • Customised training is provided by Depts. to individuals relevant to their role. (working at height, asbestos awareness, manual handling, food handling, work station assessment, CLEAPSS, DATA) • Relevant staff, receive training and general guidance on specific medical conditions (anaphylaxis, diabetes, epilepsy, asthma). <p>Students receive H&S rules for high risk areas of the curriculum and guidance on using the site safely</p>

Health and Safety Policy

Statement of general policy	Responsibility of	Action / Arrangements		
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	CFO With support from: Facilities Manager HR Officer Health & Safety Officer	<ul style="list-style-type: none"> • HR Officer provides advice and support to staff well-being matters and support is provided through Employee Support line (ESL). • Termly meeting of School H&S committee – staff, trustee and union representatives • Occupational Health service is available to support employees. • All staff encouraged to report H&S concerns – See It, Sort It, Report It. • Health & Safety manual with detailed School responsibilities, procedures and arrangements. 		
To implement emergency procedures - evacuation in case of fire or other significant incident	Headteacher With support from: CFO Facilities Manager as the Fire Safety Coordinator Health and Safety Link Trustee Health and Safety Officer	<ul style="list-style-type: none"> • Emergency procedures detailed in the Emergency Evacuation Plan and Lockdown Procedure • Fire alarm tested weekly and emergency lighting tested monthly • Termly fire drills • Evacuation plans considered and amended as necessary during any changes to the site (e.g. building works, inaccessible areas) • Escape routes, call points and firefighting equipment well signed. • Each classroom has an evacuation plan displayed. • Students made aware of arrangements through tutor programme 		
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances. To maintain a secure site	Headteacher With support from: CFO Facilities Manager & site team H&S Officer HOD's Teachers	<ul style="list-style-type: none"> • Toilets, washing facilities and drinking water provided for all staff and students • Separate toilet facilities for students • System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. • Monthly/termly premises inspection plan in place. • Relevant staff trained in safe handling/use of substances • Information given to staff on dealing with violent/aggressive students in HS Manual and at induction • Member of LMT on call during core school day and teachers provide supervision for all student activities out of core hours • Site team on site whilst building is occupied by staff, students and hirers. • CCTV installed, Access control system in place • Perimeter fencing in place • Regular communication with other site users 		
Health and safety law poster is displayed:	In the Main staffroom			
First-aid arrangements and accident/incident reporting: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	<p>There is a First Aid Room located in Invictus covered by qualified First Aiders during core hours First Aid box available in all key areas and minibuses. First aid records are held electronically and accident forms are held in the First Aid Room. Defibrillator located at Reception. Portable First Aid boxes available for offsite trips and visits.</p> <p>Staff trained in First aid, listed in all first aid boxes, reception and Dept. HS notice boards.</p> <p>In house accident reporting form for all accidents; Near misses, Trend analysis of First aid room visits and accidents.</p> <p>Records are kept of all reported accidents/incidents and near misses and discussed at the School Improvement Group – H & S.</p> <p>HSE notified as necessary.</p> <p>Investigation and report with action plans undertaken for any serious accident/incident/near miss.</p>			
Signed: (Employer) (Chair of Trustees)	A Rigby	Date:	14 December 2020	
Signed: Headteacher	J West			
Subject to review and monitoring: Approved by:	H&S Link Trustee Full Trust Board 14 December 2020	Every:	biennially	24 months or sooner if work activity or legislation changes or incident requires an amendment.

Risk Assessment

Risk assessments are carried out for all high-risk areas/activities in the school, general activities and off-site activities, using standards risk assessment template. Below is a summary of key health & safety risks for the school as a whole. There are individual risk assessments for each area of the curriculum, all off site activities and on site activities.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Spread of infection from COVID19	Students, staff, visitors may become unwell and spread infection.	Covid19 Risk Assessment and controls in place in line with government guidance	Review regularly and ongoing communication to all.	Headteacher	Ongoing
Slips and trips	Staff, students and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, offices cleaned each evening. Courtyard repaved. Snow and ice clearance plans. External pathways redesigned	Storage arrangements continually reviewed and reminders to staff about unobstructed circulation routes and exits. Good housekeeping is needed in all areas, Use of warning signage where required e.g. wet floor signs	All staff, members	Ongoing
Fire	Staff, students and visitors may be injured or killed in the event of a fire	Evacuation plan in place, drilled termly. Fire alarm tested weekly, Fire Risk Assessment and PEEP's in place. Fire-fighting equipment available and tested annually. Call points across the school. Fire Marshalls used in emergency evacuation	Review evacuation procedure following each fire drill. Implement action plan from Fire Risk Assessment	H&S Officer and Facilities Manager	Ongoing
Contractors on site	Staff, students and visitors may be injured or killed through contractor activity	Contractors' on site RA in place. Contractors signed in, H&S information provided including access to Asbestos Register. Contact between staff and pupils minimised. Facilities Manager requests Method statements and RA for significant works prior to any work commencing and safe working practice agreed. Where possible work is scheduled for out of school core hours. Where necessary, movement routes around the site are amended and communicated to staff and pupils	Update the Contractors on site RA	Facilities Manager	Dec 2020
Inappropriate persons on school site	Students at risk (Safeguarding)	All adults to wear approved name badges. Presence of all non-staff on site to be documented and approved through visitors protocol. Staff are given H&S induction and Safeguarding training.	Staff to be reminded to report any adults without a valid badge to on call, site team or reception.		Annually
Working at height	Students and staff may suffer a fall and be injured	Work at Height RA and specific tasks WAH RA's in place. Staff are guided to only work at height if they have completed the appropriate training. Staff instructed not to stand on chairs/tables and step stools are made available where required.	Review WAH Policy	Facilities Manager	Dec 2020

Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Manual handling	Students and staff may suffer an injury through incorrectly lifting/carrying items	All staff required to undertake basic manual handling training. RA in place. Site team are used to move furniture and other large/heavy items. Where staff have to move around site with significant resources, trolleys are available for use.		Site team	
Violent student or adult	Students and staff may suffer injury	De-escalation training undertaken by key staff in 2019.20 V. Critical incident protocol in place. Behaviour Policy on website.			
Intruders onto school site	Students and staff	Lockdown procedure, Security Policy, Risk Assessment. . Site team on site during lettings. Access card system, CCTV and intruder alarm in place.	Review open plan nature of school and consider ways of making more secure.	Facilities Manager & H&S Officer	Dec 2020
Lone Working	Staff may be injured or be taken ill	Lone working policy and Risk Assessment.			
Exposure to hazardous substances and equipment	Students, staff and visitors	COSHH assessments in place. Department procedures and Department Activity Risk Assessments. Membership of CLEAPPS. Maintenance & service schedules.			
Display Screen equipment	Staff may suffer an injury or condition	DSE training for all staff, individual workstation assessments for individual users. Re-assessment carried out when there are change to the work environment that may affect the workstation. Eye test provided on request.			
Vulnerable Persons	Staff, students or visitors with temporary or permanent vulnerability	Vulnerable Persons Risk Assessments and Personal Emergency Evacuation Plans for students, staff or visitors as required. Hampshire Access Team Assessment carried out where required i.e. for Visually Impaired and other disabilities.	Refer to Accessibility Plan.		

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives. You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities. For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/> combined risk assessment and policy template published by the Health and Safety Executive 11/11