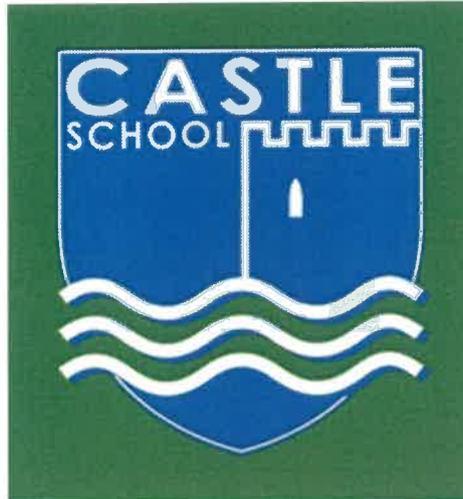


# Castle School



## Health and Safety Policy

Status: Statutory	Drafted by: Lillian Leedham	Date Approved: July 2023	Approved by: FGB
Date to be reviewed: May 2025	To be reviewed by: SMT/FGB	Date shared with staff: July 2023	Publish on school website and staff share

Date Reviewed	Reviewed by	Amendments
Oct '24	LL	Removed John Bastable as link governor for H&S

## Statement of General Policy on Health, Safety and Welfare

Castle School believes that health and safety is paramount in all areas of its activities. The School is committed to providing its pupils, staff and visitors with safe work places that promote their health and well-being.

The school aims to achieve this by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic, proportionate and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and appropriate training and advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Recognising the importance of involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks in their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the school.

The senior management team are responsible for the management of health and safety and for the implementation of the school's health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Signed:



Selva Kadirvelu, **co-Chair of Governors**  
Donna Lovett, **co-Chair of Governors**

Date: 13/11/2024

Signed:



Charlotte Whysall, **Headteacher**

Date:12/07/2023

# **Organisation and Responsibilities for Health, Safety and Welfare**

In order to ensure that health and safety issues are dealt with in accordance with our establishments' health and safety policy, the following duties and responsibilities have been assigned to Staff and Governors respectively.

## **1. Governing Body**

The Governing Body is responsible for health and safety matters in consultation with Cambridgeshire Local Authority and will refer to the following documents:

- The Cambridgeshire County Council's general Statement of Health and Safety at Work Policy;
- The Cambridgeshire County Council's Health and Safety Management in Schools.

The Governing Body will establish, maintain and monitor arrangements for implementing the requirements of this policy and that the policy remains effective, up to date and appropriate. The Governing Body will comply with any directions issued by the Local Authority concerning the health and safety of persons on school premises or taking part in school activities off site. The Local Authority will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

## **2. Headteacher**

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. The Head will advise Governors of the areas of health and safety concern, including any which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment.
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe conduct of the school's activities both on and off site;
- 2.4 The responsibility, delegated if appropriate, for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school fittings and equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials, resuscitation and firefighting appliances;
- 2.9 The provision of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety advice from a competent source;
- 2.11 The appointment of a site team and facilities officer;
- 2.12 The provision of appropriate health and safety information and data to governors
- 2.13 Periodically review this policy document, recommend to the Governing Body amendments as necessary and circulate any changes to appropriate staff.

The Headteacher may choose to delegate to other members of staff any of the above duties.

### **3. Deputy Headteacher**

The Headteacher will delegate to the Deputy Headteacher the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:-

- 3.1 Ensure that risks assessments are undertaken throughout the school, particularly with respect to curriculum activities, that control measures to mitigate risk are implemented, and that assessments are monitored and reviewed.
- 3.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises or during off site school activities;
- 3.3 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied within the resources available;
- 3.4 Oversee all arrangements for educational visits and school journeys in conjunction with the trained Education Visits Co-Ordinator

### **4. School Business Manager (SBM)**

The Headteacher will delegate to the School Business Manager the majority of the duties that are concerned with the safety of the school premises and facilities. More specifically the post holder will:-

- 4.1 Ensure that risks assessments are undertaken throughout the school, that control measures to mitigate risk are implemented, and that assessments are monitored and reviewed;
- 4.2 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of and familiar with the arrangements;
- 4.3 Advise the Local Authority of any defect in the state of repair of the building or school estate which is identified as being unsafe, and take whatever local action is necessary to minimise any risk until repairs can be arranged;
- 4.4 Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 4.5 Co-ordinate the termly health and safety workplace inspection, ensuring all areas of the buildings and estate and all activities are covered;
- 4.6 Liaise with, and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff), visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 4.8 Arrange for biannual evacuation drills and weekly fire alarm tests etc.;
- 4.8 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied within the resources available;
- 4.9 Advise Education Property of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged.

## **5. Senior Leaders**

All Senior Leaders are responsible to the Headteacher (via the Deputy Headteacher) for ensuring the application of this policy to all activities undertaken by their school area. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 5.1 ensure that risks assessments are undertaken within their departments, that control measures are implemented, and that assessments are monitored and reviewed.
- 5.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 5.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms and procedures;
- 5.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 5.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 5.6 remove from use and inform the site team of any equipment/appliance which has been identified as being unsafe and which is in need of repair or disposal;
- 5.7 ensure that adequate levels of class supervision are in place at all times;
- 5.8 ensure that temporary or new Staff are fully instructed on all aspects of safe working within their area of control;
- 5.9 identify specific staff health and safety training needs and inform the Deputy Headteacher accordingly;
- 5.10 carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 5.11 ensure that levels of first aid provision, including qualified first aiders, remain adequate for the activities being undertaken;
- 5.12 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Deputy Headteacher;
- 5.13 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 5.14 ensure that good standards of housekeeping are maintained;
- 5.15 consult the Local Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

## **6. Teaching Staff [Including supply]**

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- 6.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;

- 6.2 be aware of the school's health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 6.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 6.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare / intruder etc.;
- 6.5 ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 6.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 6.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 6.8 report any defective equipment to a member of the Leadership or Site Team
- 6.9 propose for consideration by the Leadership Team any improvements which they consider would improve health or safety standards within the department;
- 6.10 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

## **7. Site Team**

The site team are responsible to the Headteacher via the Deputy Headteacher and Business Manager. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 6.3 participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.4 ensuring that other site supervisory staff are adequately supervised;
- 6.5 identifying any particular health and safety training needs of supervisory staff in the group.
- 6.6 ensuring that staff within the group are not involved in activities outside their limitations;
- 6.7 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.8 ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.
- 6.9 Contribute to reviewing this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 6.10 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 6.11 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 6.12 Carry out weekly fire alarm tests and other routine and statutory safety checks.
- 6.13 Advise the SBM and Headteacher of any defect in the state of repair of the building or

its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;

- 6.14 Report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 6.15 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are identified and kept to a minimum.

## **7. All Employees [including temporary & volunteers]**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 7.1 to participate in the risk assessment process and comply with findings;
- 7.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 7.3 to report all accidents according to the procedures included in Part 3 of this document;
- 7.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 7.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 7.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 7.7 follow all relevant codes of safe working practice and local rules;
- 7.8 report any unsafe working practices to the head of dept/Deputy Headteacher.

## **8. Pupils/students**

All pupils will be encouraged to follow all safe working practices and observe all school safety rules. Due to the fact many children have significant learning difficulties the staff will provide additional supervision and prompts to ensure all activities or movement through the school building is safe at all times. All pupils where able will:

- 8.1 follow all instructions issued by any member of staff in the case of an emergency;
- 8.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 8.3 inform any member of staff of any situation, which may affect their safety.

## **9. Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 9.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 9.2 to investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- 9.3 to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- 9.4 to carry out workplace health, safety and welfare inspections;
- 9.5 to attend any safety committee meetings;
- 9.6 to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative imposes any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **11. Health and Safety Committee**

The school has established a Health and Safety group, which meets termly as part of the monthly site meeting schedule. The main purpose of the group is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the school's activities. Membership of the group comprises of:

Headteacher: Charlotte Whysall  
Governor: TBC  
Business Manager: Lillian Leedham  
Deputy Head: Anne Haberfield  
Duty site team representative

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

## **Arrangements & Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **Accident Reporting, Recording & Investigation**

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

All accidents, dangerous occurrences, and near misses must be reported via the LGSS online Incident Reporting Form. Violent incidents and verbal abuse must be reported on the standard LGSS online Incident Reporting Form.

“Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.

A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

The member of staff who is responsible for health & safety must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.

All deaths and major injuries must be reported immediately to the Health, Safety & Wellbeing Team by telephone on 01223 699122.

The incident report form must be completed for absences through accident for periods of 7 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the Incident reporting guidance for full details of reportable incidents. Full guidance on the form is on the LGSS Huddle website. Senior Leaders will record Pupil accidents in the Local Incident Log.

### **Asbestos**

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school in the Asbestos Survey and location map and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they

discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

A record is kept in reception of the location of asbestos that has been found on the school site.

### **Contractors**

The school follows Cambridgeshire County Council's '5C's policy for contractors working on school premises. All contractors are required to read and sign the school site Hazard and Asbestos register before starting work.

All contractors are required to ensure safe working practices by their own employees under the provisions of the 'Health and Safety at Work Act' 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act as well as under other various statutory instruments. Contractors are aware that their arrangements could be monitored by HSE and that they have duty to cooperate with the school for site deliveries or noisy works during school core hours.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or their representative will take such actions as are necessary to protect persons in his or her care from a risk of injury. This may include instructing the contractors to cease work and possibly to leave site. Any such instances should be reported immediately to Cambridgeshire County Council Health & Safety Team. Such contractors should not be permitted to return to the premises until they can satisfactorily demonstrate their intentions to comply with the Castle School Health & Safety Policy.

The School requires contractors coming on site to report to the office on arrival and familiarise themselves with relevant Health and Safety information including signing to confirm they understand the location and details of asbestos on site from the Asbestos survey. All contractors will follow safe working practices bearing in mind the levels of disability of the children in school. They must ensure that all tools, equipment and vehicles are used sensibly and safely. Particular attention should be paid to ensuring that all sharp tools are kept out of the reach of the children and students and that there are no trip hazards caused by trailing cables.

### **Curriculum Safety**

Risk Assessments are carried out by the school to comply with legislative requirements. The risk assessment process is led by the Headteacher or Site Manager.

All members of staff have the responsibility of carrying out risk assessments for the various activities they are planning for their pupils on or off the school premises. All off site activity must have a completed formal risk assessment signed by the Headteacher before the activity can take place.

Every member of staff has a responsibility to address safety and attempt to remove any hazards they encounter. Staff must ensure they are in a safe working environment and if they are unable to rectify any hazards they must contact the Site Team

## **Electrical Equipment [fixed & portable]**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any child or student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to Deputy Head, or SBM

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary a portable appliance test (PAT) will be carried out by a competent person. All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections must not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Guidance from the HSE for the checking of electrical equipment is followed at the school using qualified electricians.

### **PAT testing**

The school has all electrical equipment tested at least every year by certified testers. Equipment requiring more frequent testing is checked according to HSE guidance. The Site Manager is responsible for maintaining copies of receipts for new electrical equipment and ensuring all equipment is checked.

### **Fire Precautions & Procedures**

Fire drills will be held each term and a record kept about the time taken to evacuate to the assembly point on the main playground. Staff are encouraged to report any issues with evacuation in terms of supporting pupils to evacuate the building and whether there is a problem with the alarm sounders.

Monthly fire safety audits will be carried out to ensure that all fire safety signage is compliant with current regulatory requirements and all emergency lighting is being maintained in a serviceable condition. Fire alarm equipment is serviced and tested quarterly.

Staff will ensure fire exits are clear and familiarise themselves with fire routine notices and detailed map posted in all rooms or call points. When the fire bell sounds staff will ensure that all children and visitors vacate by the closest exit and assemble in their designated Fire Assembly Point in the Playground. Windows and fire doors should be closed when the room is vacated. However, due to the vulnerability of the pupils with special educational needs and disabilities, the first priority is to evacuate the premises and ensure the safety of the students, visitors and all staff.

## **First Aid and supporting children with medical conditions**

See DFE guidance 'Supporting children with medical conditions' 2014 and school policy on medical conditions and 'Intimate care Policy' 2017.

The school has appointed first aiders. Their names are posted in the office and staffrooms , the aim is for all level 4's to have a Pediatric first aid certificate and for all level 3's to have a 1 day first aid at work certificate .

First aid boxes are held in each classroom– specific locations are listed separately. A portable first aid kit is available for use during all external school trips.

Oxygen for pupil use must be stored in a locked cupboard with appropriate signage facing the entrance door. When a pupil using oxygen is taken on a minibus, signage should be visible in a window.

Many of the pupils in school require regular medication for chronic medical conditions. Overall responsibility for this medication lies with the Head Teacher. The following procedures must be observed in accordance with the school 'Supporting pupils with medical conditions Policy'. Key information as follows:

### ***MEDICINES WILL BE ADMINISTERED AND NURSE CONSULTED ABOUT OVER THE COUNTER MEDICATIONS FROM PARENTS***

1. Medicines must be clearly labelled with contents, child's name and dosage.
2. Medicines must be kept locked in a labelled drugs cupboard of approved design.
3. Only trained or qualified and authorised persons such as nursing staff may administer medicines.
4. All medicines must be administered by two people to corroborate dosage, time etc.
5. A record of child's name, dose given, drug and date must be kept in the logbook in the Medical Room.
6. Controlled drugs should be recorded separately, keeping a running record of the number of tablets in school
7. Where emergency medication may be required by a child, it is the responsibility of the teacher to carry the necessary drug when leaving school premises and to replace it in the drugs cupboard upon their return by signing in and out as required in the administrations of medicines book.
8. Any leftover medication or tablets should be sent home for disposal at the end of the school term.
9. All staff will be trained by school nursing service in the 'Administration of medicines'. See Administration of Medication Policy for more information.

Pupils returning to school after an operation must have a plan for the return from the appropriate medical professional(s) and a risk assessment in place. The school nurse will provide advice to staff to ensure safety.

Pupils returning to school after an injury must have a risk assessment in place which includes any special arrangements which may need to be made.

### **Hazardous Substances**

Governors will delegate responsibility to the Head Teacher to implement measures to identify and control the risk of ill health attributable to harmful substances. The Governing body will ensure that compliance with current COSHH Regulations is maintained for the school.

COSHH risk assessments identify measures to eliminate or reduce exposure; these may include elimination, substitution, engineering design, enclosure, extraction (LEV), general dilution ventilation, administrative controls or work instructions and lastly use of personal protective equipment (PPE) and respiratory protective equipment (RPE). Trained assessors will carry out suitable assessments for all substances classified under the COSHH Regulations and results will be recorded

Appropriate information and/or training on the safe use of hazardous substances will be given. Containers must be marked with contents and staff will not use materials from unmarked containers. No harmful substances are to be permitted to be stored in any of the classrooms and all cleaning chemicals will be properly stored as part of the responsibility of the cleaning staff.

No unauthorized or unapproved chemicals are permitted to be on the school premises. Anyone wishing to bring new substances onto the premises is not to do so without the authorisation of the Head Teacher or a suitably qualified Risk Assessor.

### **Disposal of Waste from school site**

The school has very few Hazardous substances used for the delivery of the curriculum or for cleaning purposes. Such chemicals and empty containers are taken away by a specialist contractor.

Large electrical items, computer monitors and fridges are disposed of in accordance with national guidelines.

### **Health and Safety Advice**

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head teacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident following discussion with Cambridgeshire Local Authority officer and Health and Safety team.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - 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, or requires resuscitation or admittance to hospital for more than 24 hours
  
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
  - Where an accident leads to someone being taken to hospital
  - Where something happens that does not result in an injury, but could have done
  - Near-miss events that do not result in an injury, but could have done.  
Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

## **Handling & Lifting**

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out, then a suitable risk assessment is carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed.

Two staff are trained in moving and handling techniques. Each pupil that requires it has a moving and handling plan signed off by trained staff. Where staff are required to carry out manual handling operations then the appropriate level of training is provided. Further details can be found in the moving and handling policy

### **Lone Working**

Members of staff may work in school when one of the site team is on duty  
Only members of the site team can work outside normal school times or school holidays. Any members of staff who wish to work outside school terms must seek permission from the Headteacher and on all occasions must notify the Site Team of any arrangements agreed.

### **Maintenance / Inspection of Equipment**

All equipment should be visually inspected before use and any faults found must be reported and the equipment should be labelled as Out of order and not be used.

### **Personal Protective Equipment (PPE)**

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals or undertaking activities that require protective equipment.

### **Display screen equipment**

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

### **New and expectant mothers**

When a member of staff has become pregnant the Headteacher is notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, or breast feeding up to six months any harm.

Whilst pregnancy is a natural condition, employers have a responsibility to assess risks to expectant or new mothers tailored by the work they do. Planning must include adequate rest breaks and facilities are available for this purpose.

It is the responsibility of the employer to undertake periodic reviews to assess possible hazards or improvements, and thus minimise any risks to either the mother or her child.

It is the employee's responsibility to formally notify the Headteacher of their pregnancy, so that the appropriate safeguards can be taken.

### **School Trips/ Off-Site Activities**

When planning trips and visits staff should:

- Follow school policies and procedures. Consider carefully any health and safety implications. If this is a new destination a preparatory visit is recommended
- Seek permission from the Headteacher or Deputy and complete the online system for educational visits called EVOLVE.
- Complete a formal risk assessment for the trip or review the existing risk assessment if it is a regular trip or one that has been undertaken before.
- The risk assessment must include details of medical needs, behaviour strategies, staffing ratios and allocation of pupils to staff.

Educational Visits outside the UK require notification to the Local Authority and permission from the Governing Bod. Teachers should ensure that they are familiar with "Educational Visits and Journeys", the Cambridgeshire policy guidance on Evolve which is an online platform and ensure that they have fulfilled all the requirements set out in that document. Medical protocols and information/ care plans are available for staff and form part of the Educational visits procedures.

### **School Transport**

Only employees with accredited MIDAS cardholder status will be permitted to drive the minibus. A portable first aid box is available in the school bus, which must be checked with each use to ensure it is complete. Other details for the use of the school bus can be found in the school handbook.

A check of authorised drivers' licences will be carried out annually and it is additionally incumbent upon all authorised drivers to notify the school immediately if they are prosecuted by the police for any traffic or motoring offence.

The minibus will be serviced as per the recommendations of the manufacturer or servicing agent and the vehicle will be submitted for the required regulatory safety checks (MOTs) on a six-monthly basis as required for passenger minibuses.

It is the responsibility of the Head Teacher to ensure that any school vehicles are properly taxed and insured at all times.

### **Smoking**

Smoking or Vaping is not permitted on the school site.

## **Staff Health & Safety Training and Development**

Training is viewed as a continual process, based on the ability to recognise who requires it and when.

New technology, legislation, regulations and standards are all factors which may determine training needs.

There are various categories of training in school. They include induction training, informative/awareness training and specific training.

All staff have equal access to training where appropriate. It is important that all staff familiarise themselves with this policy and the health & safety procedures at the school. New staff are briefed on health and safety by the Site Manager during the induction process which all new staff undertake. Training will be provided to meet staff needs where appropriate.

A termly Health and Safety Committee meeting will give staff an opportunity to share concerns and Staff will be informed of any changes to the Health and Safety Policy

## **Staff Well-being / Stress**

Staff should be aware that stress is not a sign of weakness and that it should be discussed openly.

Staff are encouraged to support one another.

The Headteacher and senior Leaders are aware of the signs of stress and aim to provide support as necessary.

Stress is considered when carrying out the risk assessments for the school.

Particular attention is paid to signs of stress during difficult periods.

A free confidential advice support and counselling service is available to all school staff. Details can be found in the school Handbook.

## **Swimming Pool Operating Procedures**

Use of the swimming pools is covered by the Castle School Pool Normal Operating Procedures and Emergency Operating Procedures.

There is a risk assessment for the use of the pool during school hours and staff working in the pool will receive training.

The school follows national and local guidance on staffing ratios, but also carries out its own risk assessments to take account of the special needs of pupils, often requiring higher levels of staffing. Staff leading sessions have the appropriate professional qualifications.

Chemical and PH levels in the water will be checked by qualified staff twice daily. If these levels are outside the allowable range, a member of the Senior Management will be informed and the pool closed until levels are brought back to normal. Monthly water quality checks are also carried out and samples sent off for analysis.

It is important that all users of the pool shower before entering the water to assist with maintaining water quality.

### **Vehicles on Site**

Staff and visitors should only park in designated areas and not straddle parking bays.

Vehicles must not be left unattended when the engine is running.

Vehicles must not be parked in any manner that blocks emergency exits.

Disabled bays are only to be used by those qualified to do so (badge holders / buses).

Pupils must be supervised in the appropriate manner which ensures the pupils' safety when contractors, their vehicles or equipment is on site.

### **Violence to Staff / School Security**

The school has a zero tolerance approach to violence and aggression towards staff from members of the public, visitors or parents. All incidents will be reported to the Police.

Pupils may occasionally exhibit challenging behaviour as a result of their learning difficulty or disability. All classroom staff are trained in STEPS and will use de-escalation strategies and where necessary physical intervention to keep the pupil, other pupils or themselves safe (See School Behaviour and Physical Intervention policies).

There may be times when a pupil with special needs in crisis will hit, kick, bite or throw things resulting in injury to a member of staff. Where a member of staff is or thinks they may be injured they must see a first aider immediately. The first aider may advise further medical treatment from a GP or hospital.

All incidents must be reported to a member of the Senior Management Team and recorded using our recording and reporting procedures outlined in this document.

Physical Intervention should only be carried out by staff trained in STEPS and following the Physical Intervention Policy guidelines for circumstances in which it can legitimately be used, except in exceptional circumstances where the result of non-intervention could be serious injury or fatality.

### **Working at Height**

Where ladders are used, normally by the site team, proper instruction or training is received. It is recognised that this training could have been received during previous employment e.g. if someone used to be a fire fighter and received training from the fire service. Roof work, even

retrieving balls, will not be undertaken during windy or severe weather.

Staff and pupils are not allowed to use ladders.

### **Work Experience**

All work experience placements will attend for a preliminary meeting and a tour of the school with the assistant head of the relevant key stage, where the working practices of the school and expectations of the role are explained. They are issued with an information pack which includes a copy of the Health & Safety Policy and Fire Evacuation Procedures. They are required to read these documents and sign their student/volunteer placement form to confirm that they have done so.

They are assigned a line manager. They will be supervised by their line manager and class teacher.

### **Monitoring the Policy**

The Headteacher will monitor the implementation of the Health and Safety policy to assess whether it is being pursued effectively and safety standards are satisfactory.

The Governors will periodically conduct a H&S inspection of the school, to monitor the implementation of policy by staff, monitoring accident reports/ trends and complaints.

The site team continuously monitor matters relating to health and safety within their sphere of activity.

The site meeting agenda will include health and safety as a standing agenda item

**This policy will be kept under review and will be reviewed and updated annually, or more frequently if required.**