

## **Health, Safety, Risk Assessment and Welfare Policy**

### **Applies to:**

- The whole school along with all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and non-teaching), the governors and volunteers working in the school.

**In our school the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers and proprietor.**

### **Availability:**

- The Health and Safety Policy, along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Jubilee House. They are required to state that they have read and understood such documents.
- This policy is made available to parents, staff and pupils in the following ways: via the School website, and on request a copy.

### **Monitoring and Review:**

- The Governing body undertake a formal annual review of the Health and Safety Policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

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Reviewed  
Date: July 2019  
Next Review: 2020

## Introduction

- 1.1 Jubilee House is required to set out the Health and Safety arrangements in a written Health and Safety policy. DfE Guidance 2011 *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* requires the employer to have:
- (a) a general statement of policy;
  - (b) who is responsible for what (delegation of tasks);
  - (c) arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.
- 1.2 In accordance with the Health and Safety at Work Act 1974:
- (i) the employer (Jubilee House ) is responsible for Health and Safety, although tasks may be delegated to staff;
  - (ii) employees also have the duty to look after their own and others Health and Safety. Employers, school staff and others also have a duty under common law to take care of pupils in the same way that a prudent parent would.
- 1.3 The overall and final responsibility for Health and Safety is that of Jubilee House. In order to effectively discharge its duties Jubilee House has appointed a Board of Directors who in turn has:
- established a Governing body, whose Chairman is a member of the Board of Governors; and
  - appointed and delegated the day to day responsibility for ensuring this and other Health and Safety policies are put into practice.
- 1.4 The Jubilee House policy is achieved by the establishment of an effective Health and Safety management system within the school. This involves the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The reporting lines for Health and Safety may on occasions differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which are the Safeguarding Child Protection policy and procedures.
- 1.5 The HSM, when delegating responsibility for carrying out a particular Health and Safety function to employees, must ensure that the persons are aware of the duty, know how they are expected to perform it, and are provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance standards must be in place.

## 2 General Statement of Health and Safety Policy

- 2.1 Jubilee House School Limited notes the provisions of the Health and Safety at Work etc Act 1974, which places responsibilities on all our staff and in so doing conducts its employment in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in its employment, but who may be affected by it, are not exposed to unacceptable risks to their Health and Safety. The aim of Jubilee House Limited is to provide a safe and healthy working and learning environment for staff, pupils and visitors believing that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.
- 2.2 The arrangements outlined in this policy statement and the various other safety provisions made by Jubilee House cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. Jubilee House will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities. All areas are maintained under the control of the HSM in a condition that is safe. This includes providing means of access to and egress from the place of work.

- 2.3 The Health and Safety Executive (HSE) enforces Health and Safety law relating to the activities of independent schools and would normally take action against the proprietor if circumstances necessitated. However, in some circumstances, for example where an employee failed to take notice of the School's policy or HSM's directions in respect of Health and Safety, the HSE may take action against the employee as well or instead.
- 2.4 Arrangements are made for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances. Procedures are formulated for use in case of fire and evacuation of the school premises. Procedures are Identified and followed in case of accident. Safety is considered within the curriculum and is taught as part of pupils' duties as appropriate. Provision is ensured so that there is sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own Health and Safety whilst ensuring that they have access to Health and Safety training as appropriate or as and when provided.
- 2.5 With regard to the welfare, health and safety of pupils in our school, we take into consideration:
- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
  - procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
  - the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
  - the provision of a safe and secure school environment, including the elimination of potential risks to pupils' welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of pupils with priority needs
  - the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations
  - how effectively the arrangements for pupils' care in the event of sickness, accident or injury are implemented
  - how our pupils are supervised during school hours;
  - the effectiveness of the school's monitoring and recording systems for pupils' attendance and punctuality
  - how well the school reviews admission arrangements and makes adjustments to ensure the accessibility of the school's premises and curriculum for all pupils ;
  - the way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;
  - the views expressed by pupils, and different groups of pupils, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying and
  - the views of parents and carers, staff, proprietors and others .
- 2.6 We have policies and audit procedures relevant to our responsibilities, duties and arrangements for Health and Safety along with have a system for assessing risks on all the tasks and activities we do and the areas and locations we do them in. Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable. We have a risk assessment file documenting this.

### 3 Responsibilities of the Board of Governors:

The Board of Governors of Jubilee House acting via the Health and Safety Manager, are ultimately responsible for ensuring the implementation of this policy within Jubilee House. In particular they will:

- monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and revise and amend it on a regular basis as necessary;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place at least once every half term and for the outcome to be recorded to facilitate improvement;
- ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
- make arrangements to draw the attention of all staff employed at Jubilee House to school and departmental safety policies and procedures together with any other safety guidelines and information issued by the relevant authorities;
- ensure that the registration book to record the arrival and departure all visitors is completed;
- make arrangements for the implementation of accident reporting procedures and draw these to the attention of all staff at the school as necessary;
- ensure that regular safety inspections are undertaken;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- ensure that any defect in the fabric of the building is attended to immediately or as appropriate, referred to the Facilities Manager whilst ensuring in the interim that arrangements are made to limit the risk identified;
- monitor through the Health and Safety Manager the activities of contractors, hirers and other organisations present on site as far as it reasonably practical;
- identify any member of staff having direct responsibility for particular safety matters or specifically delegated to assist in the management of Health and Safety at Jubilee House. Such delegated responsibility must be defined as appropriate;
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others, while providing a health and safe environment for pupils to enjoy learning;
- make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other Health and Safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations 1999;
- ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the pupils in our care.
  
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
- seek support from and consult with employees on matters concerning their Health and Safety;
- provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding on actions to take in the event of any emergencies;
- train all staff in the particular Health and Safety issues that affect pupils;
- ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
- adopt and maintain an effective policy, organisation and arrangements for the provision of Health and Safety throughout the school;

including an emergency contact/medical form for each child;

- ensuring specific controls and procedures are in place for ensuring that pupils do not have access to any medicines, foods or drinks to which they are allergic..
- ensuring all visitors wear badges when on school premises.

As well as having the general responsibilities/duties of all members of staff also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The HSM will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

## **9 Risk Assessment**

9.1 Risk assessment and risk management are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.

9.2 The HSM will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities whether on or off site. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables.

9.3 A regular programme of planned assessments is to be completed. In high-risk areas, risk assessments should be reviewed termly. In other activity areas risk assessments should be reviewed on an annual basis.

9.4 Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.

9.5 The results of all risk assessments will be reported by the HSM to the Board of Governors who will prioritise issues and assign resources to undertake remedial/control measures where required.

9.6 Appropriate training is given to ensure that risk assessment and risk management are effective.

9.7 There is a specific fire risk assessment completed by Eastwood Fire Office Dave Bull and maintained by the HSM.

9.7

## **10 Pupils**

10.1 All pupils are expected, within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous. Pupils with sensory issues will be recorded in the pupil profile.
- Observe all the safety rules of Jubilee house and in particular, the instructions of teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes

10.2 The Curriculum: We teach the pupils about Health and Safety in order to equip them with the skills, knowledge

and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate pupils in this regard in the normal school curriculum. We teach pupils respect for their bodies and how to look after themselves. We discuss these issues with the pupils in Personal, Social, Health and Economic Education and Citizenship (PSHEE) along with Citizenship lessons; reinforcing these points in science, where pupils also learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and Safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our school promotes Spiritual, Moral, Social and Citizenship education. Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time (or equivalent) to help pupils discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

10.3 Safeguarding and Child Protection: The School has a full and detailed separate Safeguarding and Child Protection Policy. If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the Head and/or the school's Designated Safeguarding Lead (DSL) about their concerns.

10.4 Supervision of pupils: In addition to this being built in to the day-to-day working practices at Jubilee House we also have a separate policy that clearly states the school's approach. We make a professional judgement taking into the consideration the age of the pupils and activities in which they are engaged. No pupil is to be allowed unattended into areas of the school which could be deemed hazardous and classrooms where hazardous substances or equipment is stored for teaching purposes will be used solely for the purpose of teaching lessons and remain locked at all other times.

## **11 Behaviour of any person on the school premises**

11.1 Our School has a written policy setting out the behaviour expected of all people on the premises and the procedures that will happen when the school wishes to restrict a person's access to school premises because such a person is causing a nuisance or disturbance.

11.2 A person who has been banned from entering school premises is trespassing if he or she does so without permission.

## **12 Theft or other criminal acts**

12.1 The Head and the HSM will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the Head or the HSM will inform the police and record the incident in the incident book. Should any incident involving physical violence against a teacher occur, this must be reported to the Head immediately.

## **13 Arrangements for the Comfort and Well-Being of Pupils and Staff**

13.1 The following arrangements are specifically put in place to try to ensure that pupils are as happy and comfortable as possible whilst on our premises. We also like to make sure that our staff have the right environment in which to teach and supervise.

- Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems.
- Our windows are designed to be safe and to allow sufficient light through to provide a bright and cheerful environment.
- Our doors have safe vision panels fitted.
- Our floors are designed to minimise the likelihood of slips and trips and are regularly checked to make sure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.

- We have a separate lockable room for the storage of any items we consider to be potentially harmful if accessed by pupils and lockable cabinets for smaller items.
- We have safe and sufficient ventilation to maintain a fresh atmosphere in the building.
- All pupils are encouraged to drink water and fresh water is available at all times. Drinking water taps are identified.. We have a toilet designated for disabled people. Located in the third wing.

#### **14 The effective management of the Welfare, Health and Safety of all people at our school.**

14.1 Staff Training in Health and Safety, including Risk Assessment: Staff training is a set agenda item for the Health and Safety Committee. Staff training is provided when appropriate in both generic and specific areas with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities and COSHH. Newly appointed employees could be vulnerable to any risk and therefore line manager will ensure that all relevant Health and Safety matters are drawn to their attention at an early stage.

14.2 Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards and wherever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of all employees.

14.3 Consultation arrangements with employees: There is a HSM with terms of reference.. Staff are informed of updates with regard to health and safety through our weekly staff meetings and in the case of immediate changes, staff are consulted individually by the Health and Safety Manager.

#### **15 Recording and Reporting accidents to staff, pupils and visitors**

15.1 The HSM Ensures that Jubilee House complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which Jubilee House is required to report to the Health and Safety Executive

- Deaths;
- Major injuries;
- Over-seven-day injuries;
- An accident causing significant or multiple injury to pupils, members of the public or other people not at work; and
- A specified 'dangerous occurrence', where something happened which did not result in an injury, but could have done - a 'near miss'.

#### **16 Off-site Visits, Including Residential Visits and School-Led Adventure Activities**

16.2 With reference to our off-site activities:

- We always ensure adequate staffing ratios at all times.
- Adults accompanying residential trips have a DBS enhanced certificate.

- We ensure parents are always informed of all forthcoming plans for events on our premises.
- We always insist that parents sign consent forms whenever we plan to take the pupils away from the premises for an outing somewhere, no matter where.
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- All staff undertaking school trips make the appropriate risk assessment prior to the visit.
- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- Whenever we require vehicles to transport pupils anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.
- We ensure that any drivers of coaches etc that are required to transport the pupils on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts. We instruct the pupils to use seat belts at all times when the bus is moving.

## **17 Dealing with Health and Safety Emergencies: Procedures and Contacts**

- 17.1 The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around Jubilee House. These procedures are updated on a regular basis and dated to indicate the latest update. The log book for recording and evaluation of practice and evacuation drills will be held securely at Reception. The HSM has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the HSM which are specified in the daily routines.
- 17.2 Jubilee House has in place a Critical Incident Plan in the event of a Health and Safety Emergency. This plan details the procedures and contacts for dealing with a health and safety emergency.

## **18 First Aid, Medication and supporting Medical Needs**

- 18.1 Please refer to the school's separate First Aid Policy. Jubilee House has in place:
- practical arrangements at the point of need;
  - the names of those qualified in first aid and the requirement for updated training every three years;
  - having at least one qualified person on site when pupils are present;
  - showing how accidents are to be recorded and parents informed;
  - access to first aid kits;
  - arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes);
  - hygiene procedures for dealing with spillage of body fluids and
  - guidance on when to call an ambulance.
- 18.2 At Jubilee House:
- A First Aid box is held at Reception and other key areas.
  - The names of all qualified First Aiders are circulated to all staff.
  - The accident book and report forms for injuries and the procedures to be followed are clearly outlined in the First Aid policy;
  - A written record is kept of all first-aid administered either on the school premises or as a part of a school related activity and
  - The arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Party Leader and supervising staff.

18.3 The arrangements for First Aid provision are adequate to cope with all foreseeable incidents. The number of designated First Aiders is not, at any time, less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff are given such training in First Aid techniques as is required to give them an appropriate level of competence.

18.4 If a pupil requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the school policy for this.

## **19 Occupational Health Services and Managing Work-Related Stress**

19.1 As a good employer we take our duties and responsibilities with regard the welfare of both staff and pupils very seriously.

## **20 Workplace Safety for Teachers, Pupils and Visitors**

20.1 The duties and responsibilities of the key people are identified in this policy; detailed documentation is in place in support of this statement. Regular visitors and other users of Jubilee House eg contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school

## **21 General Health and Safety Matters**

21.1 While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

21.2 The following arrangements are specifically put in place to look after all the pupils in our care at all times.

- All teachers and support staff including volunteers ensure that all curriculum activities are safe.
- A child is never taken off-site without the prior permission of the parent and in such cases all departures and arrivals are recorded.
- Only those who hold a current 'enhanced disclosure' from the Disclosure and Barring Service are allowed unsupervised access to the pupils in our care. If there is a discrepancy between appointment of staff and the enhanced disclosure coming through, a risk assessment is put in place, a previous DBS/CRB and Barred List Check is sought, with supervision arrangements and a mentor put in place.
- A minimum of two staff are always present whenever any pupils are on our premises.
- All arrivals and departures of visitors are recorded.
- All pupils in our care are regularly reminded of safe practice when on our premises. They are encouraged to report anything they notice that might be unsafe.
- We have installed smoke detectors in all fire risk areas for early warning of any problems that may arise. These are checked on a weekly basis to make sure they work effectively.
- We have installed a fire alarm system to enable any member of staff to raise an alarm that everyone else can hear.

ensure that effective arrangements are in place to deal with precautions against fires and evacuations related to fires

- We practice, on a regular basis, what to do in the event of a fire and make sure all the pupils in our care know what to do if they hear our fire alarm.
- In accordance with requirements a number of staff have been trained in first aid. We record accidents, incidents and near misses.
- We only use safety-approved substances for use by pupils, such as non-toxic glues and paints. We only use water-based products and not solvent-based ones that can give off fumes and vapours.
- We only use coaches and minibuses where seat belts are provided. We instruct the pupils to use seat belts at all times when the bus or car is moving
- We log all incidents involving injury in the school and we inform parents in all cases.
- Head injuries will always be reported to parents and carefully monitored.
- Should any incident involving injury to a child take place, a first aider will be called to assist. If necessary, the receptionist will telephone for emergency assistance.

21.3 We only use coaches and minibuses where seat belts are provided. We instruct the pupils to use seat belts at all times when the bus or car is moving.

21.4 We log all incidents involving injury in the school and we inform parents in all cases. Head injuries will always be reported to parents and carefully monitored. Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

21.5 At all times we aim to ensure the school is a safe environment for all who work or learn here.

21.6 Violence towards Staff: If there are any concerns about the behaviours of visitors they are required to leave the premises. With reference to pupils, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

21.7 Slips and Trips: All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an incident and accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the School Office. Records should be stored for at least three years or if the person injured is a minor.

21.9 Management of Asbestos: An Asbestos survey has been undertaken with recommendations implemented; the school has in place both policy and a specialist checklist for the management of asbestos. The school complies with the regulatory requirements for the management of asbestos.

21.10 Control of Hazardous Substances: The implications to COSHH applied at Jubilee House where both records and working practices reflect the seriousness in which Jubilee House implements its policy and procedures

21.11 Working at Height: No person should be working at height, apart from the Facilities Manager.

## **22 Selecting and Managing Contractors and Out of Normal Hours Use of School**

22.1 When the premises are used for purposes not under the direction of the Head then, subject to the explicit agreement of the Board, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the HSM. The Board note their residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy. The Board or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

22.2 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Board or their representative will take such actions as are necessary to prevent persons in their care from a risk or injury. The Board will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

22.3 When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the Board, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Board and that they do not, without the prior consent of the Board:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

22.4 The procedures for the selection, appointment and monitoring of contractors working within the school premises are defined in the Building Procedures. These have taken into account: the Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and Safety along with building Contracts undertaken on Educational Premises (from the Education Service Advisory Committee)

22.5 For Health and Safety purposes, the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- the delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed 'the site';
- the scope of the Works;
- the name of the Contractor undertaking the Works;
- the dates and times of operations at the school.

22.6 For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected

by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the school is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

## **23 Maintenance and testing of Equipment and Facilities**

23.1 The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- Maintenance (and, where necessary examination and testing) of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)
- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by pupils.
- Regular visible checks are made on the integrity of all sports/games equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.

## **24 Fire Safety**

24.1 In Accordance with the 'Fire Safety Order' (2005) Jubilee House undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our proprietor complies with the additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire-fighting and evacuation);
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person' (such as, ISO 9001 certified or BAFE approved); and
- provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

24.2 The HSM keeps records of the following: (i) the fire risk assessment and its review; (ii) the fire risk

24.3 (prevention) policy; (iii) fire procedures and arrangements; (iv) training records (v) fire practice drills; (vi) certificates for the installation and maintenance of fire-fighting systems and equipment

## **25 Non-Smoking**

25.1 Our school, in compliance with the law, is a non-smoking establishment. We do not allow smoking on the school premises. Any member of staff wishing to smoke must leave the school site, out of view from the pupils, in their own time and not in the employer's time. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment.

- 25.2 We aim to help pupils know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide pupils with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip pupils with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

## **26 Arrangements for Hygiene**

- 26.1 The following arrangements are specifically put in place to minimise the likelihood of any staff or pupils picking up undesirable diseases, ailments or other health problems. We teach our pupils about the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by pupils. Only safety- approved cleaning materials are used.
- We provide a nappy changing unit and nappy disposal bin
  - Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities provided for washing and drying
  - 
  - We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross- contamination, including suitable disposal facilities where appropriate.
  - All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked on a daily basis.
  - Pets and animals (except for guide dogs) are strictly forbidden inside the premises during term time. Dogs, for example, must remain with their owner outside the school gates at all times and under full control by means of a suitable lead or restraint.

## **27 Lettings and Hirers:**

- 27.1 The Board must ensure that:
- the means of access and egress are safe for the use of hirers and that all plant and equipment made available to and used by the hirer is safe;
  - fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
  - hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently and clearly displayed;
  - hirers using any equipment or facility provided by Jubilee House are familiar with its safe use and if necessary, briefed accordingly;
  - arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff;
  - hirers comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on); and
  - hirers adhere to the capacity figures detailed on any lettings documentation.
  - see also 22.3 above relating to out of hours use of the school.

## **28 Further Information**

- 28.1 With reference to the following statements, Jubilee House has the required details, policies, procedures and working practices in place.

### **Statement of Intent**

The School will assess all activities and establish written risk assessments, for those areas which indicate the presence of risk.

#### *Assessments*

- 1) Assessments will be carried out using the School's Risk Assessment templates, by those persons having control and immediate responsibility for the activity.
- 2) The assessor will keep a record of the assessment and ensure that all staff and students involved are aware of the requirements of the assessment.
- 3) A copy of each assessment will be kept in a central file.

#### *Process*

The school's risk assessment process covers both adults and children and includes:

- Checking for hazards and risks both indoors and outside and in all activities and procedures;
- Deciding which areas need attention;
- Developing an action plan which specifies the action required, the timescales for action and any funding required

Certain activities are assessed on an on-going basis and risk assessments are updated as required. In some areas the assessments are carried out on an annual basis by external contractor eg Fire Risk Assessment

#### *Risk Assessment Training*

The Health & Safety Officer has received training from an accredited training provider, and provides guidance to frontline staff involved in writing and maintaining risk assessments. Relevant staff will be trained, as required, in writing risk assessments. Risk assessment will also form part of the overall Health and Safety training given to all staff on an annual basis.

### **What is a Risk Assessment?**

A risk assessment is a careful examination by someone of what could cause harm to them or others. The risk can be weighed up as to whether the Head has taken enough precautions or should do more to prevent harm.

The Head is legally required to assess the risks in the workplace, and in the process, the Head will require the Health and Safety Officer to:

1. look for the hazards;
2. decide who might be harmed and how;
3. decide whether the existing precautions are adequate or whether more should be done;
4. record the findings;
5. review the assessment and if necessary, revise it.

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be

made by, or under the authority of the health and safety officer and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

## 1) Looking for hazards

Hazards will be identified by:

- consultation, and conducting inspections of the workplace;
- analysing jobs and activities undertaken by staff and pupils.
- listing all Acts and Regulations as they apply to the workplace.
- using manufacturers' instructions, accident records, ill health records, which can all help to identify hazards.

Advice to all staff - Staff will look for hazards which could reasonably be expected to result in significant harm under the conditions in the school and grounds workplace. The following examples are used as a guide:

- slipping / tripping hazards (e.g. poorly maintained floors or stairs);
- fire (e.g. from flammable materials);
- chemicals (e.g. Floor cleaner);
- working at height, (e.g. from ladders);
- pressure systems, (e.g. gas systems and bottles);
- electricity (e.g. poor wiring);
- dust fume (e.g. welding);
- manual handling;
- noise;
- poor lighting;
- low temperature.

## 2) Who might be at risk, and how?

Individuals are not listed by name, just groups of staff conducting similar work, or why they may be affected, e.g. teaching and office staff, maintenance staff, contractors, parents and pupils. Particular attention is given to staff, pupils or parents with disabilities, inexperienced staff and lone workers.

### 3.1) Is risk adequately controlled?

Staff will consider whether precautions have already been taken against the risks from the hazards identified, and whether they are sufficient. For example:

- Has the school already provided adequate information, instruction or training; adequate systems or procedures?
- Do the precautions meet the standards set by a legal requirement?
- Do the precautions comply with a recognised industry standard?
- Do the precautions represent good practice?
- Do the precautions reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but the precautions already in place, should be identified and listed as part of the process. The following will be referred to: procedures, manuals, and school rules regarding how to impart this information to relevant stakeholders.

If the risk is not adequately controlled, an 'action list' will be written.

### 3.2) What further action is necessary to control the risk?

The 'action list' details what more the school can reasonably do to reduce the risks identified, which were not adequately controlled at that point. Priority is given to those risks which affect large numbers of people and / or could result in serious harm.

Further action will be taken in the following order, wherever possible:

- 1) Remove the risk completely

- 2) Try a less risky option
- 3) Prevent access to the hazard eg by guarding or fencing
- 4) Re-organise work to reduce exposure to the hazard – eg increased staff supervision
- 5) Issue personnel protective equipment or provide welfare facilities (e.g. washing facilities for removal of contamination and first aid), depending on the nature of the risk

#### **4) Recording the findings**

Risk assessments will be recorded in one or more of the following ways:

- 1) School Risk Assessment Form – generic templates are available from the H&S Officer
- 2) Specific health & safety risk assessment records e.g. COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment.
- 3) Part of an instruction manual or procedure document eg staff manual
- 4) Any other appropriate and approved record.

The risk assessment will be signed and dated by the person completing the form. The findings of the risk assessment will be made known to all staff and students affected by the activity assessed.

A copy of all completed risk assessments will be kept within the relevant department or service area and their location made known to all staff within that area.

#### **5) Review and Revision**

If there is a significant change in working practices, e.g. purchase of new machinery or substances, employment of new staff, etc., this could present new hazards.

In line with best practice, risk assessments will be reviewed from time to time to ensure precautions are still working effectively.

All risk assessments will be:

- 1) Reviewed annually where there is a generic risk assessment; and on each occasion when there is a specific activity or site assessment required.
- 2) Reviewed at regular periods dependent of the level of risk of the activity. For example immediately following an accident (or a near miss) or when new activities are introduced

The review should be signed and dated by the person completing the form. A copy of the completed reviewed/updated risk assessment should be forwarded to the Head and H&S Officer.