



## **Health and Safety**

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Owner: Emma Ledger, Principal



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## 1 Health and Safety Policy statement

- 1.1 This is the Health and Safety Policy Statement of Ranches Primary School and Ranches Nursery (collected known as the School)
- 1.2 The School applies high standards in the management and control of all their operations, to include matters of health and safety. These are designed to ensure that staff, pupils and those who visit the School or may otherwise be affected by the School's operation are safe.
- 1.3 This Health and Safety Policy (the **Policy**) applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at the School.
- 1.4 Our statement of general policy is:
  - 1.4.1 to provide adequate control of the health and safety risks arising from our work activities
  - 1.4.2 to consult with our employees, pupils and anyone else affected on matters affecting their health and safety
  - 1.4.3 to provide and maintain safe plant and equipment
  - 1.4.4 to ensure safe handling and use of substances; to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations
  - 1.4.5 to provide information, instruction and supervision to employees
  - 1.4.6 to ensure all employees are competent to do their tasks, and to give them adequate training
  - 1.4.7 to prevent accidents and cases of work-related ill health
  - 1.4.8 to maintain safe and healthy working conditions
  - 1.4.9 to review and revise this policy as necessary at regular intervals
  - 1.4.10 to ensure that adequate resources are available for the management of health and safety issues.
- 1.5 A copy of this Policy can be made available in large print or other accessible format upon request.
- 1.6 Any references to legislation in this policy include any subsequent amendments to that legislation.



## **2 Linked policies**

- 2.1 This policy should be read in conjunction with the School policies and procedures covering the following matters:
  - 2.1.1 critical incident management
  - 2.1.2 EVA
  - 2.1.3 fire procedures
  - 2.1.4 fire prevention policy
  - 2.1.5 first aid
  - 2.1.6 administration of medicines
  - 2.1.7 child protection
  - 2.1.8 prevention of bullying
  - 2.1.9 premises and security
  - 2.1.10 disability
  - 2.1.11 contractors

## **3 Responsibilities**

- 3.1 As an employer, the Board have overall responsibility for health and safety at the School and those involved in the School's operation. They are committed to improving health and safety.
- 3.2 The General Manager of the Board delegate responsibility for health and safety matters affecting staff and pupils to the Principal, Facilities Manager and the Health and Safety Committee.
- 3.3 To ensure the health and safety standards are maintained/improved, the following people also have responsibility in the following areas:



Job title	Responsibility
Facilities Manager	Oversee and advise on H&S compliance; identify training needs; organize, monitor and review actions identified from risk assessments, audits and drills.
Heads of Year	H&S within their own department
Nursery Manager	Nursery

- 3.4 This Policy relates to health and safety whilst on School premises. The School's separate policy on visits and activities out of school relates to health and safety issues relating to off site visits.
- 3.5 Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer in order to comply with the law.
- 3.6 All employees must:
  - 3.6.1 co-operate with supervisors and managers on health and safety matters;
  - 3.6.2 not interfere with anything provided to safeguard their health and safety;
  - 3.6.3 take reasonable care of their own health and safety, including wearing of personal protective equipment where it is provided;
  - 3.6.4 Report all health and safety concerns to an appropriate person (as detailed in this Policy).
- 3.7 All pupils, hirers and visitors must:
  - 3.7.1 co-operate with the School on health and safety matters and in particular follow the instructions of staff in the event of an emergency;
  - 3.7.2 take reasonable care for their own health and safety and that of others at the School;
  - 3.7.3 observe standards of dress consistent with safety and/or hygiene;
  - 3.7.4 use and not willfully misuse, neglect or interfere with anything provided to safeguard their health and safety;
  - 3.7.5 Report all health and safety concerns to a member of staff.



#### **4 Risk assessment**

- 4.1 The School will undertake an examination of their activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School' operation. This will be undertaken by the conducting of appropriate risk assessments which should identify, prioritize and implement control measures necessary to reduce risk.
- 4.2 Particular risk assessments will be conducted for new and/or expectant mothers.
- 4.3 Specific risk assessments will also be undertaken to deal with matters including personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, asbestos at work, ionizing radiation and fire safety.
- 4.4 Specific risk assessments will also be conducted for use of high risk areas, such as gymnasias, swimming pools, machinery, laboratories and workshops.
- 4.5 Risk assessments are the overall responsibility of the SLT
- 4.6 The findings of the risk assessments will be reported to the Facilities Manager.
- 4.7 Action required to remove/control risks will be approved by the Principal in consultation with the Health & Safety Committee where necessary.
- 4.8 The Facilities Manager will be responsible for ensuring the action required is implemented.
- 4.9 Risk assessments will be reviewed annually or when the activity changes, whichever is soonest.
- 4.10 Further guidance on risk assessment can be found in Appendix 1.

#### **5 Information, instruction and supervision**

- 5.1 Further notices relating to first aid and fire safety will be displayed as appropriate.
- 5.2 The School will display a certificate of employers' liability insurance in School Offices.
- 5.3 Health and safety advice is available from the Facilities Manager.
- 5.4 Supervision of young workers/trainees will be arranged/undertaken/monitored by the HR.



- 5.5 The Facilities Manager is responsible for ensuring that our employees and pupils working at locations under the control of other employers are given relevant health and safety information.

## **6 Competency for tasks and training**

- 6.1 All employees will be provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.
- 6.2 All employees will be given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures.
- 6.3 Induction training in health and safety will be provided for all employees by the Facilities Manager. The School will also ensure that all employees receive job specific health and safety training including in risk assessment, as appropriate.
- 6.4 Job specific training will be arranged/provided by the Head of Department and/or line managers, as appropriate.
- 6.5 The School will provide further training if risks change and refresher training when skills are not frequently used.
- 6.6 Training records are kept by HR.
- 6.7 Training will be identified, arranged and monitored by Heads of Year.

## **7 Workplace safety**

- 7.1 The School will ensure that the School premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.
- 7.2 The School will take all reasonable steps to ensure that the School premises are maintained in such a way to reduce the risk of slips and trips to employees, pupils and other users of School premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004).
- 7.3 The Board will arrange a regular survey of the School premises and the maintenance and repair of School premises.



7.4 The School will promote effective infection control by ensuring that the School premises are kept clean and tidy. The School will ensure that access to high risk areas, including laboratories, workshops, swimming pools and gymnasias is appropriately controlled and restricted.

## **8 Safe plant and equipment**

- 8.1 SLT will be responsible for identifying all equipment/plant needing 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).
- 8.2 SLT in conjunction with the Safety & Environment Manager will be responsible for ensuring effective maintenance procedures are drawn up and implemented.
- 8.3 Any defects or problems found with plant/equipment should be reported to The Facilities Manager and the plant / equipment should be immediately taken out of use until it has been made safe.
- 8.4 SLT will check that new plant and equipment meets health and safety standards before it is purchased.
- 8.5 The School will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.
- 8.6 The School will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and/or training on how to use it safely.

## **9 Testing of electrical equipment, gas appliances etc.**

- 9.1 The Facilities Manager will ensure that all equipment and systems used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorized by the School and that records of inspection, maintenance and testing are retained.

## **10 Manual handling**

- 10.1 The School seek to avoid the need for manual handling (defined for the purpose of this Policy as the transporting of loads by hand or using bodily force) wherever possible.





## **11 Safe handling and use of substances**

- 11.1 The School will have appropriate procedures in place to ensure that exposure to hazardous substances is minimized. In order to do so, the School will assess the risks from all substances hazardous to health and prevent, reduce or control exposure of staff and pupils to these hazards by the institution of proper controls and protective equipment.
- 11.2 All staff, hirers, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents/incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.
- 11.3 All staff will ensure that hazardous substances are locked away after use.

## **12 Dealing with Health and Safety emergencies - fire and evacuation**

- 12.1 The School will carry out a fire risk assessment to examine and control the likelihood of a fire starting and the consequences of a fire. This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and safety representatives will be informed of these.
- 12.2 The Facilities Manager (Fire Officer) is responsible for ensuring the fire risk assessment is undertaken and implemented and that any recommendations made by the Fire Service are implemented.
- 12.3 Escape routes are checked by the Facilities Manager on a termly basis.
- 12.4 Fire extinguishers and other firefighting equipment (such as alarms and detectors) are maintained and checked by the Facilities Manager, as appropriate (see details in Fire Prevention Policy).
- 12.5 Alarms are tested at least once per week.
- 12.6 The Facilities Manager is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills and maintenance records and certificates. Records will be held in the Estates office, with the exception of training records which are held in the HR Department.
- 12.7 In addition, the School will ensure that there are sufficient Fire Marshals (or deputies in their absence) on site at all times and that they are appropriately trained.
- 12.8 The Fire Marshals are listed in the Fire Prevention Policy.



- 12.9 In addition to the School's procedures regarding fire, the School will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put staff, pupils, visitors or other users of the School premises at risk and will ensure that staff and pupils are trained in what to do in an emergency evacuation. Such evacuation procedures should include any special arrangements required for employees or staff with disabilities.
- 12.10 Nothing in this policy prevents anyone from dialing 999/911 in an emergency.
- 12.11 Where an evacuation is considered necessary, the main School fire alarm will be activated and the emergency routine followed.
- 12.12 Emergency evacuation and fire drills will be conducted at least once per term.

### **13 Dealing with Health and Safety emergencies - Accidents, first aid and work-related ill health**

- 13.1 This Policy should be read in conjunction with the School's first aid policy
- 13.2 The School will ensure that there are adequate numbers of appropriately qualified first aiders/appointed persons on the School premises and on School arranged trips and visits at all times.
- 13.3 A list of School first aiders and appointed persons is available in the School clinic.
- 13.4 The first aid boxes are kept in School Offices, Clinic and Nursery
- 13.5 All accidents are to be reported to the Nurse and recorded on an accident form (see section 18 below).
- 13.6 Accident forms are available from the clinic and on sharepoint.
- 13.7 The School will take reasonable care to ensure that the health of their employees is not placed at risk. In doing so, the School will consider the risk of their employees suffering from stress through, for example, hours worked, the allocation and organization of work, the way people deal with each other and the demands placed on staff.
- 13.8 All work-related ill health including work-related stress should be reported to HR.

### **14 Reporting requirements and record keeping**



- 14.1 The School are legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to KHDA.
- 14.2 The Principal is responsible for ensuring that the School comply with its reporting and record keeping obligations.
- 14.3 If anyone at School is known or suspected to be suffering from disease which is classified as a notifiable disease, and/or in the opinion of a registered medical practitioner has an infection and/or is contaminated in a manner which could present significant harm to human health, the School should ensure that a report is made by the school doctor.
- 14.4 The Principal will also consider whether a report of the accident incident to any other regulatory body or organization is necessary.
- 14.5 Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept for at least three years from the date of the last injury.
- 14.6 The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.
- 14.7 The Nursery must also notify Mosa of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
- 14.8 Following an incident or accident the School will take all reasonable steps to collect and preserve relevant evidence and documentation.
- 14.9 The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School' data protection obligations.
- 14.10 Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of one of the School, documents (which includes electronic documents) will generally be retained for at least six years unless:
  - 14.10.1 the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday, or;



- 14.10.2 the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and/or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.

## **15 Monitoring and internal investigation**

- 15.1 The School monitor health and safety both actively and reactively.
- 15.2 The Facilities Manager is responsible for monitoring health and safety procedures, reviewing risk assessments, accident reports and accident investigations regularly. Reviews should include a review of health and safety related complaints and sanctions taken against employees and/or pupils for health and safety breaches.
- 15.3 The Principal is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.
- 15.4 Where appropriate, the School will seek legal advice before commencing an internal investigation.
- 15.5 The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.
- 15.6 The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.
- 15.7 No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.
- 15.8 The Facilities Manager is responsible for acting on investigation findings to prevent a recurrence.

## **16 Hirers, visitors and contractors**

- 16.1 All hirers, visitors and other users of the School premises (to include parents, contractors, delivery people and inspectors) must:
- 16.1.1 observe the rules of the School;



- 16.1.2 ensure that they report to security where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School;
- 16.1.3 ensure that they are familiar with the School's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.
- 16.2 All contractors who work at the School are required to comply fully with the provisions of the School's policy on the use of contractors.
- 16.3 The School will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised.

## 17 Security

- 17.1 The School aims to provide a safe and secure environment for all employees, pupils and other visitors to the School premises.
- 17.2 The School have a policy of restricting access to the School buildings to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises.
- 17.3 The School will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School buildings and grounds) by ensuring that:
  - 17.3.1 there are sufficient security personnel in place to protect the security of the premises and persons on it.
  - 17.3.2 no unlocked cupboards that contain dangerous chemicals.
  - 17.3.3 clear signs for emergency cut-offs.
  - 17.3.4 security assessments are conducted and reviewed regularly;
  - 17.3.5 visitors to the premises are appropriately identified;
  - 17.3.6 all security breaches or incidents are reported to the Principal and/or to the police or other emergency services as appropriate;
  - 17.3.7 security measures do not compromise or intrude on the reasonable privacy of employees and pupils.



## Appendix 1

### 1 Guidance on risk assessment

- 1.1 A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'.
- 1.2 When thinking about your risk assessment, remember:
  - 1.2.1 a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids.
  - 1.2.2 the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
- 1.3 Step 1: Identify the hazards
  - 1.3.1 First you need to work out how people could be harmed.
- 1.4 Step 2: Decide who might be harmed and how
  - 1.4.1 Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors and contractors.
- 1.5 Step 3: Evaluate the risks and decide on precautions
  - 1.5.1 Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.
- 1.6 When controlling risks, apply these principles, if possible in this order:
  - 1.6.1 try a less risky option
  - 1.6.2 prevent access to the hazard
  - 1.6.3 organize work to reduce exposure to the hazard
  - 1.6.4 issue personal protective equipment
  - 1.6.5 provide welfare facilities
- 1.7 Step 4: Record your findings and implement them
  - 1.7.1 If you employ five or more people, the law requires you to record your findings.



1.8 Step 5: Review your risk assessment and update if necessary

1.8.1 You should review what you are doing on a regular on-going basis.