

# Copthill School



## Health & Safety Booklet

## Copthill School health &amp; safety management

<b>Topic or area</b>	<b>Overseen by</b>
Consultation arrangements with staff	S Teesdale
Control of hazardous substances	S Teesdale
Curriculum health & safety including pupil involvement with hazard awareness	H Schofield
Dealing with health & safety emergencies – procedures & contacts	S Teesdale
Employment of young people	H Schofield
Event safety management	S Teesdale
Fire safety, including testing of alarms & evacuation procedures	S Teesdale
First aid & supporting medical needs	C Finlan
Food safety	S Teesdale/ Accent contractors
Induction of new staff starters	SLT/H Schofield
Inspection & maintenance of playground surfaces & equipment	S Teesdale
Maintenance of premises & equipment including gas safety, electrical safety	S Teesdale
Managing work-related ill health	S Teesdale
On-site vehicle movements & car parks	S Teesdale
Policy & procedures for learning outside the classroom & Forest school (inc. riverside)	J Teesdale
Animals welfare & safety	J Teesdale
Recording & reporting accidents to staff, pupils & visitors - including RIDDOR	S Teesdale
Policy & Procedures for sporting fixtures & swimming	N Teesdale (G Alcoran)
H & S of Outings & off site activities, residential visits	S Teesdale
Risk assessment process covering whole school as well as specific areas/tasks	S Teesdale (Dept Heads)
School security	S Teesdale
Selecting & managing contractors. Visitor procedures	J Teesdale, H Schofield
Training, information & instruction of staff in health & safety	S Teesdale
Transport safety including selection & authorisation of volunteer parent/staff drivers	N Teesdale, H Schofield
Water quality management including legionella	S Teesdale

## Contents

<b>Policy for health &amp; safety</b>	<b>4</b>
<b>Organisation structure &amp; responsibilities for health &amp; safety</b>	<b>5</b>
<b>Health &amp; safety rules</b>	<b>7</b>
<b>Management arrangements for implementing health &amp; safety</b>	<b>10</b>
<b>Monitoring health &amp; safety</b>	<b>16</b>

## Policy for health & safety

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This policy recognises & interprets our responsibility for the health, safety & well-being of our staff, pupils, guests, visitors & contractors.

It is the policy of Copthill School to:

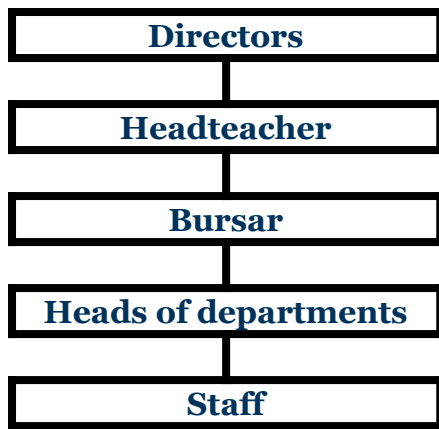
- Maintain a health & safety framework that guides & supports everyone in fulfilling their responsibilities for fire & health & safety
- Outline the responsibilities & arrangements we have for complying with our fire & health & safety obligations
- Endeavour to comply with all our relevant fire & health & safety legal duties
- Identify & prioritise areas of risk & plan for their effective management
- Seek competent professional advice, guidance & support
- Undertake regular reviews of fire & health & safety performance of all operational areas
- Learn from accidents & incidents
- Consult with staff on matters affecting their health & safety
- Employ staff, volunteers & third parties who are suitable & competent
- Provide information, instruction & training which enable staff, pupils, visitors & contractors to undertake their tasks safely
- Provide adequate levels of supervision determined by risk assessment that allow for the effective management of fire & health & safety
- Provide sufficient resources to enable the standards outlined in this policy to be met
- Review & if necessary amend this policy annually or when significant changes occur

Jonathan Teesdale  
Principal

Simon Teesdale  
Bursar

Organisation structure & responsibilities for health & safety

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**Board of Directors** – The Board of Directors has the overall strategic & financial responsibility across the school for setting the framework & monitoring implementation. They endeavour to ensure that sufficient resources are made available to enable health & safety to be properly addressed throughout the school.

**Principal** - The Principal is the most senior member of staff within the school with specific responsibility for fire & health & safety. He is responsible for ensuring that suitable management arrangements are established for implementing health & safety.

**Bursar** – The Bursar is the senior leadership team member who holds specific responsibility for fire & health & safety. He has the delegated authority of the Principal to ensure that the requirements of this Health & Safety Policy are met.

He liaises directly with each member of staff in overseeing the management of fire & health & safety within their areas of responsibility. He consults our external professional health & safety advisers, in order to review, update & plan fire & health & safety arrangements as determined by the needs of the School & legal duties.

The role of overseeing off-site outings is carried out by the Bursar, in conjunction with the Headteacher and school administrator.

They are required to:

- Ensure educational visits meet the school's requirements
- Assess competence of prospective leaders & staff
- Ensure risk assessments meet requirements
- Organise training & induction
- Ensure parents are informed & give consent
- Organise emergency arrangements
- Keep records of visits, accident or incident reports (RIDDOR if required)
- Review systems & monitor practice
- Keep up to date with the current requirements on the types of visits & trips undertaken by the organisation

## Organisation structure & responsibilities for health & safety

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**Heads of Department** – Each Head of Department is responsible for the successful management of health & safety within their area of authority. They are expected to set a positive example & endeavour to ensure that their staff & other workers are competent & supported to maintain good standards of fire & health & safety & to ensure that sufficient supervision & resources are made available to enable them to fulfil this requirement.

Heads of Department are required to undertake the fire safety & health & safety requirements as required by the Principal & Bursar. In particular, they are to ensure that staff & other people under their control are instructed on & follow the fire safety & health & safety rules & procedures applicable to their areas of responsibility. They are also required to take immediate preventative action in the event of a hazardous situation & to report any problems that they cannot effectively deal with to the Bursar.

**Staff with supervisory responsibilities** – Sometimes, staff will assume supervisory duties & responsibilities. Each member of staff with supervisory responsibility is required to set a positive example & provide support & guidance to the people under their control to enable them to maintain good standards of fire safety & health & safety.

**All staff** – Everyone working within the school environment has a health & safety responsibility & is required to:

- Co-operate on fire & health & safety matters
- Undertake their duties with due regard for the health & safety of the other people in their working environment
- Take care of their own health & safety
- Report fire & health & safety concerns as soon as possible
- Comply with the school policies & procedures applicable to their work

In addition, staff are reminded that they must not misuse equipment provided nor interfere with arrangements made in the interests of fire & health & safety.

## Health & safety rules

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### Introduction

We require all staff to work safely. Failure to comply with these rules may jeopardise the safety of staff, pupils & visitors to the School, & may lead to disciplinary action.

Please speak to the Bursar if you do not understand what is expected of you, or if you are unsure about any aspect of these rules.

### General rules

- Staff have a positive duty to follow the School's fire & health & safety arrangements
- Staff must not misuse equipment provided, nor interfere with arrangements made in the interests of fire & health & safety
- It is the duty of all staff to report any visible or foreseeable dangerous situation &, where possible, take immediate action to prevent injury
- Staff have a duty to include health & safety considerations in all lesson and activity planning

### Accidents & work-related illness

- All injuries, accidents & cases of work-related illness, must be reported & investigated
- Inform the Bursar of any medical condition, medication or other factors, such as fatigue, which could affect your ability to undertake your work safely
- You must not take any substance that could compromise your ability to work safely

### Electrical safety

- Visually check electrical equipment for any defects or signs of damage prior to use
- Do not use electrical equipment in wet, damp or potentially explosive atmospheres, unless the equipment is specifically designed for use in these areas
- Do not overload electrical sockets
- Switch off electrical appliances when not in use
- Do not carry out repairs on electrical equipment unless you are competent to do so

### Fire safety

- Always follow the evacuation procedure when the fire alarm is raised
- Make sure you understand the evacuation procedure for your area
- Do not prop open fire doors
- Do not damage or misuse fire fighting equipment
- Do not obstruct walkways & exit routes
- Ensure that fire exit doors can be opened

### Harmful substances

- Make sure that you know how to handle safely any substance marked as hazardous or harmful
- Never keep or transfer a harmful substance into a container if it is not correctly labelled
- Always return harmful substances to their designated storage area.

### Lone working

- Never work alone on tasks identified by risk assessment as requiring more than one person to be present. Use communication tools, such as Walkie Talkies.
- Ensure that someone knows where you are when you are working alone
- Concerns about lone working situations must be raised with the Bursar

## Health & safety rules

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### **Machinery & equipment safety**

- Specific operating guidelines/instructions for the use of machinery & equipment must be followed
- Do not undertake repairs & maintenance on machinery & equipment unless you are competent & authorised to do so
- Do not use machinery or equipment that is damaged, nor allow others to do so
- Report any damaged machinery or equipment immediately to the Bursar

### **Moving & handling**

- Do not underestimate the risk of injury from moving & handling operations
- Never lift, move or carry anything or anyone unless you are confident you can do so safely
- Make sure you know how to lift, move & carry correctly & that you are physically able to take the weight
- Always seek assistance when you can
- Use lifting aids provided
- Reduce the weight of the load to be carried whenever possible

### **Occupational health**

- Immediately inform the Bursar if you suffering from any aches or pains as result of any repetitive tasks that you are required to carry out
- Report any medical condition that you may have that is not work-related to the Bursar if it is likely to be made worse by the repetitive nature of the tasks that you carry out
- Co-operate with the management on any occupational health surveillance programme put in place for your own health & safety

### **Protective clothing & equipment**

- Protective clothing & equipment provided for your safety must be used
- Keep your protective clothing & equipment in good condition.
- Report immediately any unsuitable, defective or lost items

### **Security**

- Staff that are keyholders report immediately if they mislay school keys.
- Keys/alarm tags can be checked and removed by the Bursar at any time if misuse is suspected.

### **Slips, trips & falls**

- Keep your work area clear from obstructions & “slipping & tripping” hazards
- Never allow cables trailing across floors to be a tripping hazard
- Do not take short cuts across unmade or slippery surfaces & keep to the paths, corridors & walkways provided
- Do not run, unless it is a requirement of the activity
- Use handrails on flights of steps & staircases
- Clean up any spillage immediately or, if you are unable to do so, place a warning sign in the area & report the hazard
- Wear suitable footwear
- Do not stand on chairs, desks or tables; use a ‘hop up’ or a stepladder or ladder
- Only undertake work at height if it has been risk assessed & it is safe to do so



## Health & safety rules

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### **Transport & work-related road safety**

- Never drive or operate a vehicle if you are not authorised to do so or do not hold the appropriate licence
- Inform the Bursar of any changes to your health, medication or driving licence that affect your ability to drive whilst on school business
- Always check the vehicle for safety prior to use
- Give yourself sufficient time for the journey to include rest breaks
- Observe the Highway Code
- Never carry any unauthorised passengers
- Never use a mobile phone whilst driving unless it is safe & legal to do so

## Management arrangements for implementing health & safety

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### **Introduction**

The following sections outline in brief our fire & health & safety management arrangements for meeting the specific legal requirements of the School. We will work on those that are not yet fully implemented & will amend those where changes are needed to reflect changes in the law & best practice.

We require our managers to implement the fire & health & safety arrangements that are relevant to their areas of responsibility.

### **Contractors**

- Any contractors used are assessed as competent, are DBS cleared if they have unsupervised access to pupil areas & are capable of carrying out tasks required of them
- No work is commenced until agreement is reached on safety, taking into account the magnitude of the risks of the job & use of the area(s) where the work will be done
- Contract terms & insurances adequately protect the interests of the organisation
- Any work authorisation procedures, such as a hot work permit, are implemented where necessary for the safety of people & premises

### **Contingency planning**

- We identify potential critical incidents as part of our risk assessment process by considering what might happen on-site & off-site, who might be harmed & how, & checking our plans for managing these incidents
- Effective plans are established to mitigate the effects of an unforeseen crisis
- These plans are rehearsed periodically & refined as necessary
- Key staff are trained in their duties

### **COSHH**

- Risks to health from exposure to hazardous substances are risk assessed
- Those responsible for managing work, including lessons likely to result in exposure to hazardous substances, are trained & competent
- Equipment provided to control exposure to hazardous substances are maintained in effective working order & inspected in accordance with statutory requirements

### **Computer users**

- We identify 'Users' as defined under current legislation. In general we interpret 'users' as staff who use this equipment for at least an hour or more at a time on a daily basis
- A specific risk assessment is done of each workstation, taking into account the computer equipment, the furniture, the working environment & the user
- Staff are informed of the assessment on their own workstation
- We advise "Users" of the opportunity for free eyesight tests & the purchase of any corrective lenses, at our expense, when they are required specifically for using our display screen equipment
- The software we use is suitable for the task

### **Medicines**

- Medication will only take place with the written consent of parents/guardians
- Any 'over-the-counter' medication is strictly controlled by the medical coordinator
- Records are kept over the use of medication & we inform parents/guardians of the medication administered
- All staff responsible for the administration of medication are trained

## Management arrangements for implementing health & safety

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### **Educational visits & activities**

- All trips & activities are authorised, planned & risk assessed
- Arrangements exist for obtaining informed parental consent in advance of any visit or activity
- Supervisory ratios & the competence of supervision are determined by risk assessment
- Visits & activities support the ethos & the educational identity of the School

### **Electrics**

- The electrical installation & portable electrical appliances are inspected & maintained for safety
- Any unsafe electrical equipment is removed from use as soon as it is discovered
- No unauthorised electrical equipment is used within the school
- Visitors who bring mains operated electrical equipment supply their own residual current device circuit breaker or other similar electrical safety device

### **Events**

- Events are planned, managed & risk assessed by people who are competent.
- Each event has a nominated person (normally the person arranging the event with assistance from the Bursar if required) to act as the event safety officer who establishes the necessary fire safety & general health & safety controls.
- A post event analysis is carried out to learn any lessons & to inform risk assessment.

### **Expectant & new mothers**

- A detailed risk assessment is carried out with the member of staff who informs us that they are an expectant mother
- The precautions put into place for the expectant or new mother are suitable in the context of any medical conditions of which they have made us aware
- The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs

### **External areas**

- The outdoor space is safely accessible for staff, pupils & visitors
- All paths, steps & any ramps are maintained in good condition & free from moss, fallen leaves & similar slip hazards
- Adequate separation is maintained between pedestrians & vehicles where this is assessed as a significant risk
- External areas are well lit during the hours of darkness where people walk
- External features such as trees, monuments, walls & external buildings/storage areas are checked for safety

### **Fire safety**

- A fire risk assessment is carried out & any remedial measures identified are implemented
- The assessment is reviewed annually or when there are significant changes
- A fire emergency action plan is established
- Termly fire evacuation drills are carried out
- Staff are trained in the emergency action plan
- Fire doors, fire alarms, emergency lighting, smoke detectors & fire extinguishers are checked & maintained
- Regular checks of fire escape routes are undertaken in order to ensure that they remain free of obstruction

## Management arrangements for implementing health & safety

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### **First aid & accident reporting**

- The provision of first aid assistance available is determined by risk assessment & ensures that sufficient cover is provided during teaching time, out of hours activities, functions & for educational visits
- First aid kits are checked & replenished regularly
- Accident records are kept that comply with the Data Protection Act
- Accidents are reported, investigated & documented taking into account the severity & loss potential of the incident, as well as the regulatory & insurance requirements
- Lessons learned are shared with staff & inform risk assessment

### **General building & equipment maintenance**

- The buildings, their fittings & decorations are maintained in a safe condition
- Equipment is maintained & serviced to ensure it remains in a safe condition
- Statutory safety inspections on equipment are carried out by competent engineers in line with the required schemes of inspection
- Work at height is only undertaken when no other method is available & it is safe to do so following completion of a risk assessment

### **General premises safety**

- We carry out regular premises fire & health & safety inspections
- A documented procedure is in place for reporting damage or deficiencies to premises & facilities
- Any area found to be unsafe will be taken out of use until safe again
- Services (gas, water, & electricity) isolation systems are clearly marked, & are kept free of obstruction
- Portable residual current devices (RCD's) are provided where necessary (eg. use of electrical equipment outside)
- Glazing throughout the premises is of a suitable safety standard
- Low level glass panes are protected from breakage
- All opening windows in pupil access areas above the ground floor have safety restraining catches where risk assessed as necessary

### **Health & safety in the curriculum / Forest School / outside learning**

- Pupils are taught about hazards & risk control as part of the School curriculum
- Pupils are included in the risk assessment process
- Lesson plans include health & safety requirements

### **Moving & handling of pupils & equipment**

- Detailed risk assessments are done on tasks that require the moving & handling of pupils & equipment where there is a significant risk of injury
- Moving & handling of pupils or of heavy or awkward loads is never done by lone workers unless aided by the use of lifting & handling equipment
- All staff are shown the correct methods of the moving & handling aspects of their work

### **Personal protective equipment**

- Personal protective equipment is provided to each member of staff where risk assessment shows this to be necessary
- Information, instruction & training on the use & care of personal protective equipment are provided
- Sufficient supplies of personal protective equipment are kept available

## Management arrangements for implementing health & safety

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### **Physical education equipment**

- Equipment is installed & used in accordance with the suppliers' recommendations
- Equipment is checked & maintained regularly
- Recreational surfaces are to the correct safety standard for the equipment & activities for which they are used

### **Play equipment**

- Play equipment is designed, installed & used in accordance with the suppliers requirements
- Equipment is checked & maintained regularly
- Play surfaces are to the correct safety standard for the equipment
- Supervision is provided to all play areas

### **Risk assessments**

- Risk assessments are undertaken to identify significant risks associated with the school buildings, activities & people
- Generic risk assessments are used wherever possible so as to ensure a consistency of approach
- The risk assessment findings are recorded, communicated & acted upon
- Risk assessments are reviewed regularly & following a significant accident, a change in the law or a change in key personnel

### **Staff Training, safety awareness & induction**

- A copy of the health & safety policy statement is displayed in staff areas
- Training is provided for new staff (induction), & ongoing safety instruction & training is provided for all staff. This training is documented
- The statutory Health & Safety Poster – 'What you should know', & the current Employer's Liability Compulsory Insurance Certificate are displayed in staff areas
- Staff are consulted on fire & health & safety issues

### **Security**

- Staff appointments are subject to rigorous reference & clearance checks
- Internet use & digital photograph protocols are established & monitored
- Visitors are required to sign in at the school reception & are not permitted to walk around the school unless accompanied
- Building layout, lighting levels & the securing of areas are checked to ensure that personal safety risks are eliminated or reduced
- The personal safety of staff & pupils is taken into account when planning changes to buildings, events & activities
- Key holder intruder alarm checks are never carried out unaccompanied

### **Sports & after school activities/clubs**

- Risk assessments are undertaken for sports & activities
- The level of coaching competence is considered as part of the risk assessment process
- Pupil skill & physique are considered as part of the risk assessment process
- Coaches & instructors who are not members of the school teaching staff are subject to competency & child protection checks prior to appointment
- Premises, equipment & class size are suitable for activities

## Management arrangements for implementing health & safety

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### **Stress**

- Our approach to stress management is guided by the Health & Safety Executive published Stress Management Standards
- Managers are trained to identify causes of stress & their effects upon staff
- All claims of ill health due to workplace stress are documented & investigated
- All members of staff are encouraged to report any stress related concerns to their line manager or to seek advice from a trusted colleague

### **Supervision**

- Staff who supervise pupil activities are competent
- Staff who supervise break time activities are vigilant & can contact another member of staff quickly in an emergency
- Senior management periodically audit the efficacy of supervision arrangements

### **Teaching & office areas**

- Accommodation is provided with suitable lighting, ventilation, heating & space
- Classroom layout provides staff with sufficient line of sight to safely supervise
- Any cables or other trailing leads are managed to prevent tripping hazards
- Shelving is strong & secure & suitable for the materials stored on it
- Filing cabinets are fitted with anti-tilt mechanisms or are secure to prevent them tipping over
- Stepladders are provided to gain access to high level storage

### **Transport & work-related road safety**

- Transport provided by the school is suitable for the task, driver & passengers
- Contracted coach/transport providers are vetted on a regular basis
- Checks are carried out on the suitability of drivers & vehicles used when driving on behalf of the school (parents & staff)
- Minibus drivers (external hire) are trained, accredited & authorised

### **Work equipment**

- Work equipment provided is suitable & safe for the tasks intended
- Work equipment is maintained, inspected & tested as required for safety
- The use of work equipment is restricted to authorised people where specific hazards have been identified
- We provide information, instruction & training where appropriate to all staff who use work equipment
- Work equipment provided is CE marked where required

### **Work at height**

- Work at height is only undertaken when no other method is available & it is safe to do so following completion of a risk assessment
- Findings of risk assessments are communicated to those that are affected
- Suitable training & equipment is provided where work at height is unavoidable
- Where possible work at height is carried out using scaffolds or mobile elevated work platform
- All access equipment is installed by trained personnel
- Suitable exclusion zones are erected around the base of any platforms, scaffolds or ladders etc to prevent persons from walking directly under an area where work is being carried out
- All ladders & step ladders are inspected on a regular basis & a record is kept

## Monitoring health & safety

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A number of different checks are done on buildings & equipment to ensure the health & safety of our staff, pupils, & visitors. In addition we also:

- Monitor fire & health & safety performance by undertaking spot inspections, audits & benchmarking
- Review risk assessments
- Investigate fire & health & safety issues or hazards brought to our attention
- Keep up to date with information on fire & health & safety
- Investigate accidents & near misses
- Review fire & health & safety as part of our formal risk management process