

HEALTH AND SAFETY including EYFS DURHAM HIGH SCHOOL

This policy should be read in conjunction with: Educational Visits Policy; Fire Safety Policy; Health and Safety Handbook; Minibus Procedures Policy; Risk Assessment Policy; Safeguarding and Child Protection Policy.

Summary and Checklist for Health and Safety in School

All staff should:

1. Be familiar with the School's policy and responsibilities regarding Health and Safety and know where to find further information (see sections 1, 2, 3, 23 and 24) which will be in the Health and Safety Handbook (copies of which are in the following locations: Bursar's Office, Reception, Senior House Staff Room and Junior House Staff Room);
2. Be aware of safety responsibilities as an employee (see section 3);
3. Remember their role in ensuring the safety of others (see section 3);
4. Report all accidents, incidents and hazards (see section 8);
5. Report any matters of concern regarding physical aspects of the premises or its facilities to the Facilities Manager (see sections 7, 15 and 21);
6. Be aware of First Aid and Fire Policy/Procedures (see sections 9 and 10);
7. Remember that accidents can happen with simple tasks, such as using ladders or lifting heavy items, or when using vehicles (see sections 12, 16 and 20);
8. Observe special safety procedures relating to specialised tasks (see section 17);
9. Where appropriate read and apply the COSHH Regulations (see section 11);
10. Wear Personal Protective Equipment (PPE) when required to do so (see section 19);
11. Take particular care when working alone or outside normal School hours (see section 13);
12. Be aware that the School buildings and grounds are 'no smoking' areas;
and please always remember:

If you feel that you may put yourself or anyone else at risk in carrying out a task, always ask before undertaking it.

1. Policy Statement

This policy has been produced, and will apply:

- o In accordance with the School's intention to comply with all requirements of the Health and Safety at Work etc. Act 1974 Section 2 (3) and other relevant statutory requirements; and
- o In line with the School's intention to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils and visitors, while in School or engaged on school activities.
- o In addition to this Health and Safety Policy, there is a series of more detailed guidance notes relating to specific rules and procedures, copies of which are available at various locations in School (See Appendix A, below).
- o Health and Safety requirements specific to individual academic subjects are detailed within Departmental documentation and supplement this Policy.

2. Policy Objectives

- o To provide and maintain safe and healthy conditions in School, and encourage a Health and Safety culture for all our employees, pupils, volunteers and visitors.
- o To provide and maintain safe systems of work and a safe working environment.
- o To ensure that all employees, and contractors working in School, are properly informed of their responsibilities for health and safety matters, discharge them effectively, and are encouraged to participate in the prevention of accidents.
- o To ensure that appropriate management structures, information and training are provided to enable employees to discharge their duties safely and competently.
- o To educate pupils in good health and safety practices.
- o To monitor and, where necessary, improve the management of Health and Safety in School.
- o To ensure pupil safety by other policies relating to Safeguarding and Safer Recruitment

3. Responsibilities

The responsibility for Health and Safety at Durham High School extends through the whole School, with specific responsibilities apportioned as below:

- o Governors ensure that an appropriate Health and Safety Policy is in place in the School, that arrangements are made for its effective implementation and they appoint one of their number to have particular responsibility for Health and Safety;
- o The Headmistress has ultimate responsibility for the implementation and management of this Policy and will support the Bursar in this respect;
- o The Bursar is responsible for the effective implementation of this Policy and for the management of Health and Safety matters. Day-to-day monitoring and evaluation is delegated to the Facilities Manager;
- o The Facilities Manager is the 'Responsible Person' for Fire Safety and Water Regulations;
- o The Senior Deputy Head of Senior School (JT) is responsible for liaising between the Bursar/Facilities Manager and staff to enable effective implementation of this policy;
- o Heads of Teaching Departments/Key Stage Coordinators have direct responsibility for ensuring that this Policy is implemented within their Department/Key Stage;
- o Some teaching staff have additional responsibilities regarding Health and Safety aspects of particular activities (e.g. Sport, Art and Design, ICT, Science and expedition and trips organisers);
- o Support staff have various designated responsibilities, including ensuring that:
 - all plant & equipment and vehicles under their control are properly maintained and safe to use and all safety devices are fitted properly, adjusted and maintained;
 - a high standard of housekeeping is maintained throughout the School;
 - any contractor working in the School observes good Health and Safety practice;

- if a task has to be left incomplete, the location is left in a safe and tidy condition and does not create any hazard;
 - no employees, including themselves, carries out tasks for which they are not trained or competent; and
 - personal Protective Equipment is provided and used.
- o All teaching and support staff have a statutory duty as employees:
- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions;
 - to co-operate with the School as their employer, so far as necessary, to enable the School to meet statutory requirements;
 - not to interfere intentionally or recklessly with, or misuse, anything provided in the interest of health and safety or welfare; and
 - ensure that all accidents, fires and incidents are promptly reported and, where appropriate, investigated and action taken to prevent any recurrence.

4. Health and Safety Committee/Advisors

The Health and Safety Committee consists of the Head, Bursar, Head of Junior House, a designated Governor, Senior Deputy Head, Facilities Manager and other key staff particularly involved with Health and Safety. It meets each term to discuss and review Health and Safety matters under the Chairmanship of the Headmistress and reports to Governors.

5. Safe and Secure Working Environment

- o The Bursar is responsible for ensuring that all the fabric of the School is constructed, inspected regularly and maintained so as to ensure that all facilities are in a safe, sound and weatherproof condition; and
- o The School seeks to provide a secure working environment by means of a range of measures, including electronic keypad locks on external doors, CCTV and control of visitors to the site.

6. EYFS

- o Play-areas will be sufficiently large for free movement and development of gross motor skills.
- o Adequate storage space will be provided and where it is safe to do so, children will be encouraged to be independent and make their own choice of resources.
- o The outdoor play area of EYFS will be kept secure and well maintained.
- o Equipment will be regularly checked.
- o Fresh drinking water is available at all times.
- o Members of staff in EYFS receive training, on-line and through the Catering Manager, in preparing and handling food.

7. Safety inspections

- o The School (through the Facilities Manager) arranges safety inspections of equipment, engineering plant and electrical installations to be carried out by qualified personnel. Recommendations are made to the Bursar regarding any action required.
- o All portable electrical appliances in the School must be inspected on a regular basis by the maintenance staff who have been trained for this purpose; each Head of Department or Junior House member of staff must ensure that all such equipment is made available for inspection, and that any equipment without a current test label is brought to the attention of the Facilities Manager.
- o The Facilities Manager is responsible for ensuring the weekly and quarterly testing of fire alarms and fire equipment.
- o The Facilities Manager is responsible for ensuring regular inspection and maintenance of the air conditioning systems.
- o In addition to these periodic inspections, it is the duty of all staff at all times to watch out for any hazard or potential hazard and report it to the Bursar's office.

8. Reporting accidents and incidents

- o If an accident or incident does happen in the School, or outside the School during an activity or event organised by the School, it is the duty of every employee to report such accidents, both to ensure that the person(s) involved receive(s) appropriate treatment and/or advice, and so that steps can be taken to prevent any repetition of the incident.
- o The School provides Accident Books for reporting purposes, which can be found at the locations listed in Appendix A to this document.
- o Some accidents are reportable to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR); the Bursar is responsible for checking if an accident is reportable and submitting reports.
See section on Reporting of Accidents in Staff Handbook (H 002: Records).

9. **First Aid Policy** *(see separate First Aid Policy)*

- o The School identifies the need for trained first-aiders in sufficient numbers and at suitable locations to enable First-aid to be administered without delay. These staff receive special instruction and are awarded certificates, which have to be renewed after refresher courses at regular intervals. A full list of First-aiders is displayed at the locations listed in Appendix A to this document.
- o First-aid boxes are provided at locations throughout the School (listed in Appendix A to this document) and in the School vehicle: **only approved First-aiders should use or issue items from the First-aid boxes.**
- o In the event of an accident involving injury, one of the First-aiders should be called. If there is any doubt about the nature of the injuries, the person must not be moved until qualified help arrives. Remember to report any accident (see Section 7).

10. **Fire Policy/Procedures** *(see separate Fire Safety Policy)*

- o It is very important that all staff familiarise themselves with fire procedures, including:
 - escape routes and means of escape;
 - fire assembly point (Junior playground);
 - calling the emergency services;
 - the location of fire fighting equipment; and
 - any particular local special considerations (e.g. in laboratories and workshops).
- o Details of fire procedures are printed on notices close to the door in each room.
- o Staff, pupils, volunteers and visitors must treat every sounding of the alarm as if it is a genuine alarm (unless otherwise advised in advance).
- o All staff are responsible for ensuring fire evacuation routes are kept clear, fire doors are kept closed and fire fighting equipment is not used for any inappropriate purpose.

11. **COSHH**

- o The Control of Substances Hazardous to Health Regulations 2002 ("COSHH") encourages the use of less hazardous substances and materials, and set down methods for safe use which must be observed with such materials.
- o COSHH Regulations affect a wide range of activities, as they include use of materials such as laboratory chemicals, adhesives, cleaning agents, solvents, pesticides and biological agents.
- o The Regulations require the clear labelling of containers for such substances, giving information about their safe use; users must read these and the assessment relating to each substance before using it *(see **Health and Safety Handbook**)*.

Special considerations in Science and Technology areas

- o Special regulations and requirements apply in laboratory areas: the appropriate Head of Department should be consulted about these *(see **Health and Safety Handbook**)*.

12. Working at Height (Ladders and Steps)

- o Staff working at height (defined as any location where a fall from it may cause injury) must meet the requirements of the Working at Height Regulations 2005 (as amended).
- o The risk of accidents whilst using steps and ladders can be reduced by following some simple rules. So far as is practicable, steps and ladders should only be used as a means of access and not as a work platform.
- o Only trained designated staff are allowed to use specialist equipment, such as scaffold towers, for maintenance work.
- o See HSE leaflet on Working at Height on the HSE website and the **Health and Safety Handbook**.

13. Lone Working and Working Outside School

- o Staff working in School outside normal hours, and particularly while working alone, should consider additional measures to ensure their own safety (see **Health and Safety Handbook**).
- o It is also important to remember that this Health and Safety Policy applies to staff and pupils engaged on School activities away from School (see **Health and Safety Handbook**).

14. Hazardous Materials: Asbestos Containing Materials (ACMs)

- o The School will meet the requirements of the Control of Asbestos Regulations 2006.
- o The School has identified, assessed and recorded the details of any asbestos - containing materials (ACMs) or, presumed ACMs on the premises and a register recording the location and condition of the ACMs, or presumed ACMs, is maintained.
- o Any member of staff who believes they have identified any hazardous material should report it to the Bursar immediately.

See also Asbestos in Schools – DHS Working Plan for more detailed information.

15. Site Security (see **Health and Safety Handbook**)

The School ensures that there are adequate security arrangements in place for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate and that the School's perimeters are secure.

The School's security arrangements are based on a risk assessment for the School and are regularly reviewed by Senior Management, explicitly taking into account:

- o location of the School;
- o the physical layout of the School (e.g. multiple buildings);
- o the movements needed around the site (e.g. car parks);
- o arrangements for receiving visitors.

16. Vehicle Safety (see **Health and Safety Handbook**)

The School has a 'Minibus Procedures Policy' and staff require prior approval from the Facilities Manager to use School vehicles. They must ensure that they are aware of all the regulations and their own responsibilities regarding the safe use of vehicles, including use of seat belts, safe distribution and securing of loads, and the towing of trailers.

The School has arrangements in place for making the site safe in winter weather conditions.

17. Use of Display Screen Equipment (DSE) (see **Health and Safety Handbook**)

Most staff and pupils will use DSE (or VDUs) and should be aware of the Display Screen Equipment Regulations 1993, as amended 2002: though these apply only to employees who work at DSE for extended periods, the Regulations should be regarded as good practice for all users of DSE.

See HSE leaflet on Working with VDUs available on the HSE website.

18. Water Safety

The School ensures that the water supply meets the requirements of all relevant statutory requirements. This is done by performing necessary checks at appropriate intervals in order that:

- o the School has a wholesome supply of water for domestic purposes including a supply of drinking water;
- o WCs have an adequate supply of cold water and washbasins, sinks and showers have an adequate supply of hot and cold water; and
- o the temperature of hot water supplies to showers shall not exceed 43°C.

The school has a duty to ensure water safety within the premises. The School's specific day to day responsibilities for water safety include identifying and assessing sources of risk and preparing a course of action for preventing or controlling the risk. This includes Legionnaires' disease, which is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with the legionella bacteria.

All drinking water taps are clearly labelled.

19. Personal Protective Equipment (PPE)

For carrying out certain tasks, staff and pupils may require PPE to protect head, eyes, hearing, hands or feet. Staff and pupils who have received instruction to wear PPE must do so as directed (see **Health and Safety Handbook**).

20. Manual Handling

Most staff will at some time lift heavy or bulky items and should be aware that this is a common cause of injury. The Manual Handling Operations Regulations 1992 (as amended) require that manual handling tasks which include a risk of injury should be avoided so far as is reasonably practicable. Where avoidance is not practicable, an assessment must be carried out (see **Health and Safety Handbook**).

See HSE leaflet on Manual Handling Operations available on the HSE website

21. Lighting, Heating and Ventilation

The Facilities Manager ensures that the lighting, heating and ventilation in classrooms and other parts of the School are in accordance with the Education (School Premises) Regulations 1999. All aspects of gas, electricity and ventilation are inspected, maintained and repaired by recognised contractors at the appropriate intervals.

No current member of the School staff is qualified to work on mains gas or electrical installations: the Facilities Manager will arrange for any necessary work to be carried out by qualified contractors.

22. No Smoking

In compliance with current legislation the School buildings, grounds and vehicles are 'no smoking' areas. This applies to anyone entering School premises.

23. Other Safety Issues Affecting Staff and Pupils

Brightly coloured notices will be displayed in strategic places around the School to alert staff to any Health and Safety issues (including infectious/contagious illnesses).

Staff with particular responsibilities need to be aware of additional regulations regarding:

- o Sports safety (*see **Health and Safety Handbook***);
- o Pupils on Work Experience (*see **Health and Safety Handbook***); and
- o Visits and expeditions (*see **Health and Safety Handbook** and separate Educational Visits Policy*).

24. Risk Assessments (*see **Health and Safety Handbook***)

Under the Management of Health and Safety Regulations 1999 employers have a duty to ensure that the necessary arrangements are in place to monitor and review any preventative and protective measures that have been implemented.

For work and activities not covered by existing procedures or codes of practice, an assessment must be carried out to determine risks to health, and to identify measures to be taken to ensure the safety of all people involved. Risk Assessments are an essential part of all teaching.

25. Stress Management

Stress is recognised as a Health and Safety issue: any member of staff requiring advice in this respect should contact the senior member of staff whom they feel most appropriate under their particular circumstances.

26. Violence to Staff

The School acknowledges that all staff have the right to be treated with dignity and respect. Assaults on staff, including any intentional and violent physical conduct, verbal abuse and threats of physical violence are not tolerated. Any threat or abuse should be reported to the Headmistress immediately and appropriate action will be taken.

27. Consultation

Employers are required to consult employees regarding Health and Safety matters, whether or not they are represented by a trade union: in Durham High School this consultation is via members of the Health and Safety Committee.

28. Further Information

Staff requiring further information or clarification should refer to:

- o one of the noticeboards and full sets of Health and Safety documents which are kept at the locations listed in Appendix A;
- o the Senior Deputy Head/Head of Junior House;
- o their Head of Department;
- o a member of the Health and Safety Committee (listed on staff noticeboards); or
- o the Bursar/Facilities Manager.

APPENDIX A

<p>Copies of the Health and Safety Handbook and notices are available at the following locations</p> <ul style="list-style-type: none"> • Bursar's Office • Reception 		<ul style="list-style-type: none"> • Senior House Staff Room • Junior House Staff Room 	
<p>Safe Working Guidance (SWG) Notes are available in the full sets of Health and Safety documentation include:</p> <p>Cleaning and Housekeeping Contractor Safety Control of Substances Hazardous to Health (COSHH) Electrical Safety Employee Pregnancy Food Law/Hygiene Regulations Ground Keeping Ladder Safety Legionella Lone Working Managing Asbestos Safely Play Inflatables Playground Safety Portable Appliance Testing Safety in the Sun Safety in the Workshop Site Security Procedures Vehicle Safety Visual Display Equipment Waste Management</p>		<p>First-aid boxes are provided at the following locations:</p> <p>Biology 1 Biology 2 Caretaker's Office Chemistry 1 Chemistry 2 Drama Studio - Salter Wing * Entrance Lobby - Fisher Block * Entrance Lobby - Hurworth * Entrance Lobby - Infant Block* Entrance Lobby - Junior Hall * First-aid room Infant block (Staff Room) Junior House Staff Room Junior House Toilets Kitchen/Dining Room * Main Office Minibus Nursery Physics 1 Physics 2 Reception Science Prep Room Senior Hall * Shed Sports Hall Textiles Room</p> <p>In addition, specific First-aid kits are available for trips. These are kept in the Assistant Head's office.</p>	
<p>Lists of First-aiders are to be found at the following locations:</p>		<p>Treatment log sheets and Accident Report Books are provided at the following locations:</p>	
<p>First-Aid Room</p>	<p>Main Office</p>	<p>SH Staff Room</p>	<p>Main Office</p>
<p>SH Staff Room</p>	<p>Science Prep Room</p>	<p>JH Staff Room</p>	<p>Science Prep Room</p>
<p>JH Staff Room</p>	<p>Library Office</p>	<p>Reception</p>	<p>Nursery</p>
<p>Reception</p>	<p>Nursery</p>		

* indicates location of BS-8599-1 compliant kit