

# Health & Safety Policy



# Newwingate School

This policy should be considered in conjunction with our **First Aid & Medication, & Risk Assessment** policies

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## **INTRODUCTION**

Newingate School aims to provide a safe and healthy working and learning environment for staff, students and visitors at all times and recognises and adheres to *The Health and Safety at Work Act 1974* and *Risk Assessments: The Management of Health and Safety at Work Regulations 1999*. As a result, we recognise that it is our duty to manage our school in such a way as to ensure, so far as is reasonably practicable, that anybody at Newingate School is not exposed to risks to their health and safety. We accept that we have a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using Newingate School premises and believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the effective education of our students.

## **KEY RESPONSIBILITIES**

**Ultimate responsibility for ensuring that all aspects of the Independent School Standards relating to premises and accommodation are met lies with the proprietor.**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to the headteacher.**

All employees, students and visitors must:

- Cooperate with the headteacher on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns immediately.

Health and safety is reviewed every full term by the schools' governing body, and this policy is reviewed as per our policy review cycle.

## **PREMISES MANAGEMENT**

Newingate School takes responsibility for the usual aspects of a school's premises and therefore our fire alarms, fire safety equipment, fire drills, portable appliance testing (PAT), hot and cold-water supply, plumbing, drainage, waste disposal, electricity and lighting, physical buildings maintenance, security of the building and internal and external cleaning.

## **HEALTH & SAFETY KEY POINTS**

- Please see our accessibility policy regarding access to the building for those with mobility difficulties.
- Any problems found with equipment or any damage to the building or its contents should be reported immediately to the headteacher.
- The headteacher will arrange for checks to be made on new equipment before it is purchased to ensure that it meets the correct health and safety requirements.
- Newingate School is limited in its use of hazardous substances for on-site activities with the exception of some products used in technology and art (for example adhesives, paints) and bleach and other agents for cleaning. All are securely stored in an area clearly identified and accessible only to specific employees. Where necessary we will seek advice from HSE regarding the Control of Substances Hazardous to Health (COSHH) should the situation arise where we are aware that hazardous

substances have been brought inadvertently onto the premises

- The health and safety law poster is displayed in the staff room area and further information can be found on [www.hse.gov.uk](http://www.hse.gov.uk)
- Supervision of students both on-site and off-site will be overseen and monitored by Newingate School staff.
- A health and safety induction for new employees and volunteers as part of the standard staff induction will be provided to ensure that everyone is properly equipped to carry out their tasks in a safe and proper manner.
- Staff training, including that focused on areas of health and safety (health and hygiene for example), will occur throughout the academic year, and is logged on our central training log.
- For first aid, accidents, and administration of medication, please see our First Aid and Medication Policy
- A system of active monitoring by reviewing the premises on a regular basis, indicating any health and safety issues associated with the premises is undertaken by the headteacher every term and any issues are rectified quickly.
- Newingate School conducts a thorough investigation of any accident involving employees, students and/or visitors which occur on the premises, and it is a requirement that all employees assist with this if necessary
- The headteacher is responsible for following up work-related causes of sickness absence and for acting on investigation findings to prevent recurrences of work-related sickness absences
- Employees, students, contractors, and visitors are expected to conduct themselves safely while on the premises, therefore no running in or around the premises, all work tools to be safely stored. This is as far as is practicable where students are concerned
- The building is cleaned daily by cleaners, but it is the responsibility of all employees to keep work areas and rooms in a clean and tidy condition
- All employees are responsible for cleaning up any spillages on the floor which they have caused. In the case of spillage caused by students and visitors, a member of staff should be contacted as soon as possible. Where there are spillages of blood and bodily fluids, a First Aider or any staff member present will arrange for the area to be immediately cordoned off and out of bounds to all students, staff and visitors until the area has been thoroughly cleansed and disinfected
- The headteacher will carry out daily checks for obstructions to corridors, fire exits, fire points or any area where there is a need for emergency access. Where resolution cannot be immediately implemented, findings and a plan of action will be drawn up to be implemented quickly
- The headteacher will ensure that all employees, students, and visitors are made aware to store all items in the correct location (for example food, cleaning materials and paint)
- Newingate School recognises that Personal Protective Equipment is required for employees doing specific jobs but currently the only need for this is the use of rubber gloves for medium-level cleaning of the building by contracted cleaners

- All employees who are aware that a colleague, student or visitor to the premises is under the influence of alcohol or illegal drugs (e.g. cannabis, cocaine, heroin and any non-prescribed medication such as amphetamines) must inform the headteacher immediately
- Disciplinary action will be taken if an employee attends work under the influence of alcohol or illegal drugs. Disciplinary action may well be taken if an employee fails to disclose any permanent or temporary condition caused by medicines or has an illness that could affect the health and safety of employees, students or others on the premises
- During their term of employment, it is the employee's responsibility to inform the headteacher of any condition or prescribed medication which could affect their work. Prior to employment commencing, the administrator will provide the appropriate medical forms
- Parents/carers must inform the headteacher at the start of induction stage of any medication prescribed for their child which could affect their learning and general interaction with others, and also any low-level sensory impairment.
- Students are not permitted to wear jewellery, aside from a single stud in each ear, due to health and safety risks.
- The headteacher undertakes checks of the internal/external areas of the building and commissions maintenance work, including electrical/plumbing/ building work.
- All maintenance activities commissioned by Newingate School are carried out by trained, qualified and competent workers as authorised by the headteacher

Signed; Name: Date:

### **VISITORS & CONTRACTORS**

- All contractors attending to complete works at the school must agree the date, time and nature of the works in advance with the headteacher. They must sign-in at main reception. On the rare occasion that works overrun or emergency works need to occur during the school day, all contractors must be supervised at all times whilst on the premises with access to children.
- All other visitors must sign-in at the main reception and wear a visitor's badge. Visitors will be accompanied at all times and never be left unsupervised with access to children.

### **FIRE SAFETY**

Newingate School aims to provide a safe working and learning environment for staff, students and visitors at all times and recognises and adheres to guidance & legislation identified in *HM Government's fire safety risk assessment (educational premises) 2006*, *The Regulatory Reform (Fire Safety) Order 2005*, *The Health and Safety at Work Act 1974* and *Risk Assessments: The Management of Health and Safety at Work Regulations 1999*. We take fire safety extremely seriously and invest significant time and money in ensuring that the prevention of fire and the safe evacuation of buildings in the unlikely event of a fire are effective.

## **GENERAL FIRE SAFETY GUIDELINES FOR NEWINGATE SCHOOL**

- Fire safety procedures for evacuation are displayed on walls around the school (where appropriate). These are always up-to-date and identify fire marshals.
- Fire extinguishers are available as widely as possible but are safely stored (but accessible by all staff) so as to remain in working order.
- Signage (including illuminated exit signage) as required by law, is fully in place identifying exit routes, uses of fire extinguishers and fire alarm panels
- Fire alarm tests are undertaken weekly and logged
- Emergency lighting is in place and is tested monthly internally, and annually externally
- Fire extinguishers are maintained on an annual basis
- All staff are fire safety trained on an annual basis including on the use of fire extinguishers; new staff are trained as part of their induction
- Fire evacuation drills are undertaken on a termly basis, timed and logged
- Fire blankets and associated guidance are available and displayed in cooking areas
- PAT testing is conducted on all electrical equipment annually and staff are not allowed to use personal electrical equipment on our premises (for example, phone chargers)
- Portable heaters and multi-plug adaptors are preferably not used on the premises. But where they have to be, they are disconnected from the power source when not in use, not left operating when the sites are closed and are PAT tested as per the point above
- All building works are subject to building control regulations and therefore approval by fire safety officers
- Everybody is required to sign in on entry to the premises and sign out when leaving and it is our responsibility to ensure they do so. Children's attendance is monitored using a daily register in the case of a fire or other emergency evacuation
- The receptionist ensures that visitors to the premises are made aware of emergency exits (and whether or not there is a planned fire evacuation that day) and are asked to sign in/out
- In the event of an emergency evacuation, the receptionist or office manager is responsible for collecting the visitors' book and paper registers/staff sign-in report

## **FIRE RISK ASSESSMENTS**

Whilst legally fire risk assessments are to be completed by competent persons, we commission professional fire safety experts to undertake initial, full fire safety risk

assessments of our premises and subsequently evaluate and update annually. To fully comply with the Regulatory Reform (Fire Safety) Order 2005, we commission an external professional to undertake a full fire risk assessment of the school site– any/all recommendations are immediately actioned and rectified.

## **EMERGENCY EVACUATION PLAN**

The person responsible for fire brigade liaison is the headteacher. In their absence, a senior leader will fulfil the role. Our trained fire marshals are named on our fire evacuation posters throughout the school. In the event of fire marshals being absent from work, morning briefings always identify deputies. Fire extinguishers, fire blankets and associated guidance are available and displayed throughout the school. Fire alarm tests and maintenance, whole building fire risk assessments and evacuation procedures are all set and arranged by the headteacher.

### **ACTION ON DISCOVERY OF A FIRE**

- Sound the alarm using the nearest fire alarm call point
- Only attempt to tackle small fires if confident to do so
- Leave the building by the nearest fire exit and as directed by the fire marshal
- Do not re-enter the building
- Report to the assembly point
- Senior leader or HR officer or fire marshal to call fire brigade by mobile phone after leaving the building
- Senior leader or HR officer or fire marshal liaises with the fire brigade on their arrival
- **Nobody must put themselves at risk by returning to the site of a fire**

### **ACTION ON HEARING ALARM**

- Leave the building by the **nearest** exit
- All staff, visitors and students should evacuate as soon as possible.
- Do not re-enter the building
- Report to the assembly point
- Senior leader or directors of HR or student services or fire marshal to call fire brigade by mobile phone after leaving the building
- Senior leader or directors of HR or student services liaises with the fire brigade on their arrival.

## **EVACUATION PROCEDURES**

- All staff are to lead students quickly and sensibly out of classrooms and to the main entrance/exit to our assembly point. Students and staff must not collect belongings
- Fire Marshals are responsible for ensuring the safe evacuation of everybody and to then check that specified areas of the school are clear of people and doors closed. Names of fire marshals are identified on fire evacuation posters around the building.
- In the event of the fire preventing exiting using our main entrance, other exit routes are available from the basement, first floor and ground floor is via the student entrance/exit. Staff and students can then access the usual assembly point
- The headteacher will conduct a cross-check of students, staff and visitors' presence. Fire marshals will confirm the building is clear and the headteacher will be informed if anybody is missing. If there are concerns, the senior leader/fire marshal will liaise with the fire brigade
- Nobody will re-enter the building until we are told that it is safe to do so by the fire

brigade, or in the case of a false alarm, the headteacher.

### **VISITORS**

- Ensure all visitors and contractors are taken to the assembly point
- Assist any disabled persons with their evacuation as necessary.

### **ASSEMBLY POINTS AND EXIT DOORS**

- Our assembly point is the school playground.
- We have 3 fire exit doors; our main entrance/exit, the basement entrance/exit and the exit from the first floor to the rear of the building

### **ASBESTOS MANAGEMENT**

- The school has a full asbestos management report.

### **OUR RESPONSIBILITIES WITH REGARD TO THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 2013**

Newingate School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents where a child or visitor is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:

- Any school activity (on or off the premises)
- The way a school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

Accidents involving staff:

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
- Certain cases of work-related disease - therefore those that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- Certain dangerous occurrences (for example near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health)

For more information please see <http://www.hse.gov.uk/riddor/index.htm>.

## **POLICY REVIEW CYCLE**

This policy and all policies at Newingate School will be reviewed and updated as per our policy review cycle.