

Sharrow School

Health and Safety Policy

“Take time for Health, Safety and Well Being”

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Approved by Governing Body 11 November 2021

Signed by:

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Headteacher

Date: 11 November 2021

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Chair of governors

Date: 11 November 2021

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1. Policy Statement

At Sharrow School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

The Headteacher, Governors and staff at our School are committed to **“take time for health, safety and well-being”** and to providing high standards of health and safety for all users of the School.

As a school, our educational priorities aim to:-

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

These educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where Governors, the Headteacher, staff, safety representatives and parents share common objectives.

It is vital that we all understand each other's duties, functions and responsibilities (as well as our own) because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

2. Our Health, Safety & Well-Being Objectives

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and applying sensible and proportionate risk management practices to health & safety matters
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring that employees, pupils, visitors and others are provided with the necessary information, instruction, training and supervision to enable them to carry out their health, safety and well-being responsibilities.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.
- Ensuring that a positive health, safety, and wellbeing culture is in place

3. Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Allergen and Anaphylaxis Policy
- Premises Management Policy
- Supporting Pupils with Medical Conditions Policy
- Lone Working Policy
- Critical Incident Policy
- Fire Risk Assessment
- School Risk Assessments
- Personal Emergency Evacuation Plans
- Fire Evacuation Plan
- Visitor Policy

4. Roles and Responsibilities

The **Governing Body** will "take time" to:

- Identify a named Governor with responsibility for overseeing health & safety procedures and all appropriate actions are taken to maintain a safe and healthy school for staff, children, parents and visitors
- Receive information about Health & Safety issues from the Headteacher and take appropriate action
- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Deal with any health and safety problems brought to them by the Head Teacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Help prepare, implement and monitor this "site-specific" health and safety policy
- Confirm compliance with statutory policies and procedures and monitor health and safety management within school
- Ensure that appropriate risk assessments have been carried out
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance
- Ensure adequate consultation takes place to allow everyone to contribute to safe working.

Headteachers have delegated responsibility for the day to day management of health, safety and wellbeing on their school site.

The **Headteacher** will “take time to”:

- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Ensure they provide a safe place for all users of the site including staff, pupils and visitors
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance
- Make sure that proportionate attention is given to health, safety and wellbeing and performance is monitored and reviewed periodically
- Make sure that significant risks are identified, assessed, managed and monitored effectively
- Ensure that all members of staff receive appropriate information, instruction and training.
- Ensure employees have the right knowledge, skills and training to work without risk to their health, safety or wellbeing
- Ensure employees understand, and take ownership of, any delegated responsibilities
- Review this policy and its effectiveness annually
- Designate a competent person / competent people who will be responsible for ensuring the school meets its health and safety duties – the **Health and Safety Officer**.
- Ensure there are effective means of communication and consultation with employees and/or their representatives/Trade Unions.

The **Health and Safety Officer** will support the Headteacher by:

- Assisting with the creation and implementation of this policy.
- Identifying hazards by conducting risk assessments.
- Being responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Liaising with the LA and the Health & Safety Executive (HSE) where necessary.
- Supporting staff with any queries or concerns regarding health and safety.

The **Premises Officer** will support the Headteacher and Health and Safety Officer by:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the Headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Identifying hazards and undertaking any maintenance and repair work
- Coordinating the work of the premises team and cleaners to ensure the building is compliant and all statutory inspections have been undertaken

All members of staff will:

- Familiarise themselves with the Health and Safety Policy and the aspects of their work related to health and safety.
- Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with the health and safety policy.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Carry out their work in accordance with training and instructions aspects
- Avoid any conduct which puts themselves or others at risk.

- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits.
- Attend health and safety training courses as appropriate and directed.
- Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Headteacher any problems that they feel that they cannot deal with themselves.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Premises Team.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse or interfere with items supplied for their, and other pupils', health and safety.

5. Premises Management

This school is committed to following the Department for Education's guidance on good estate management and the requirements detailed in the statutory framework for the EYFS.

The Headteacher is responsible for ensuring the building and equipment is maintained in an efficient, legally compliant manner and ensuring the safety and wellbeing of our staff, pupils, parents and visitors through the effective maintenance of our buildings and equipment in accordance with the Health and Safety at Work etc. Act 1974.

The Premises Officer and the Premises Team inspect and test the building services and equipment regularly, taking into account statutory requirements and best practice recommendations. For more information, please see the **Premises Management Policy**.

6. Construction and Refurbishment of the Premises / Permission to Work

When undertaking construction or large-scale refurbishment work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. For further details please see the **Premises Management Policy**.

7. Training

The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

The Headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials. The Headteacher will also ensure that there is an appropriate number of first-aid trained staff members working within in each area.

Staff members will be provided with regular training opportunities and have access to support where needed. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.

The Headteacher / Health and Safety Officers will ensure staff know how to meet their duties outline in this policy. Where relevant to their role, staff will receive specific training in:

- First Aid
- Working at Height
- Manual Handling
- Using industrial machinery
- Having responsibility for the storage and accountability for potentially hazardous materials.

8. First Aid

This school follows the statutory requirements for first aid equipment and provides suitably trained first aid staff. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site

Where there are young children on site i.e. Nursery / Children's Centre / Breakfast and After School Club and Holiday Play Scheme, key members of staff hold a paediatric first aid certificate. The school has sufficient paediatric first aiders to ensure cover all on and off site activities involving young children.

Please see the **First Aid Policy** for further details.

9. Contacting the Emergency Services

The Headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, office staff will contact the pupil's parents. Where necessary, pupils will be evacuated from the building and taken to the designated emergency assembly point – currently this is the Old Sharrow Junior School.

10. Fire Safety

The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the Premises Office and on our online H&S system.

Emergency lighting will be checked monthly, with drain tests and servicing on a six-monthly basis – records of which will be maintained and held in the Premises Office and our online H&S system.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

All staff members fully understand and effectively implement the Fire Evacuation Plan. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly points:-

Main Yard	Y1 to Y6
Nursery Playground	Nursery & Children's Centre
Reception Playground	Reception classes
Car Park Gates	Bungalow, Music Room, Performing Arts

Staff will be aware of any pupils who have specific evacuation needs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

11. Accident Reporting

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Health and Safety Officer using the standard Accident Report Form. The Health and Safety Officer will be responsible for informing the Headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

12. Significant Accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

13. Reporting Procedures

Should an incident require reporting to the Incident Control Centre (ICC) which is part of the HSE, the Health and Safety Officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

14. Reporting Hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the Premises Team and Health & Safety Officer as soon as possible, who will then inform the Headteacher as appropriate. Serious hazards will be reported using the appropriate form available in the school office.

15. Accident Investigation

All adult accidents, near-misses and more serious pupil accidents will be investigated by the Health and Safety Officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident.

After an investigation takes place, the Health & Safety Officer will decide, in consultation with the Headteacher, whether a new risk assessment needs to be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Health and Safety Officer will undertake a termly review of the first aid statistics and a termly review of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

16. Our Active Monitoring System

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Termly H&S reports and updates to the Headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

17. Bomb Threat Procedure

All staff members fully understand and effectively implement the school's **Bomb Threat Policy**. All staff members are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Procedures guidance document, which includes a template to complete during the call with guidance on things to listen out for, and note, during the call.

Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is the bomb right now?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does it look like and what colour is it?
- What type of bomb is it and what type of explosive?
- What will cause it to explode?
- Did you place the bomb?
- Who are you?
- Why are you doing this?
- Do you have a code word?

Where possible, caller ID will be used to identify where the call has come from. Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police. Where possible, recording devices will be used whilst receiving a bomb threat.

The staff member receiving the call will contact the Headteacher immediately, who will then alert the police and the LA. The Headteacher will decide whether or not to evacuate the building. If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:

- ❖ Leave all doors and windows open (excluding the area in which any bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
- ❖ Take all essential personal items with them, to avoid unnecessary searching.
- ❖ Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- ❖ Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- ❖ Once the police have arrived, staff will await further instruction from the emergency services.

18. Visitors to the School

All visitors and contractors will sign in to reception. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned. Temporary teaching staff and agency support staff will inform reception of their presence by reporting to reception on arrival and signing the visitors' log, where their ID documents will be checked against the vetting information received from the agency.

No contractor will carry out work on the school site without the express permission of the Headteacher, School Business Manager or premises team, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on school grounds.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999 or using their walkie-talkies to summon assistance.

19. Personal Protective Equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the user correctly. Where more than one item of PPE must be worn, they should be compatible and remain effective. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

Thorough risk assessments are carried out by the Health and Safety Officer to determine the suitable PPE to be used for each hazard. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is required.

20. Maintaining Equipment

When not in use, equipment, tools and PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained electrician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All gymnasium equipment
- Any maintenance equipment, e.g. drills

It is the responsibility of the Health and Safety Officers to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

21. Hazardous Materials

The school will act in accordance with the Control of Substances Hazardous to Health (COSHH) legislation at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant safety data sheet (SDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Headteacher and the risk arrangements and COSHH data sheets having been agreed.

The Health and Safety Officer and Premises Team is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant safety data sheet or Hazard – the latter is provided from CLEAPPS (<https://www.cleapss.org.uk/>) website and is recognised by Ofsted and the HSE as a definitive basis for undertaking practical work safely.

The Premises Team, in liaison with the Health and Safety Officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the Health & Safety Officer on an annual basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the Health and Safety Officer and Headteacher. The Health and Safety Officer will ensure staff are appropriately trained to use hazardous materials. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Premises Team will keep an up-to-date inventory of all hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the Caretaker and Cleaner in Charge with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

22. Asbestos Management

The school was built after the use of Asbestos was banned and a certificate has been provided confirming that there is no asbestos present in the main building and Performing Arts Space.

A full survey was also undertaken of the bungalow and there has been no evidence found of asbestos. However, as the bungalow pre-dates 1999, when the full ban on the use and import of white chrysotile asbestos came into force, surveys will be required if contractors are undertaking structural works in this building.

23. Medicine and Drugs

The school's **Supporting Pupils with Medical Conditions Policy** will be read, understood and adhered to at all times.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. Staff will receive annual training in supporting pupils with medical conditions. The school's policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

24. Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds.

25. Housekeeping and Cleanliness

The school cleaners will be monitored by the Cleaner in Charge. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the Premises Officer and Caretaker.

26. Infection Control

The school actively prevents the spread of infection through the following measures:

- Reinforcing isolation / exclusion periods for infectious diseases and illnesses as recommended by the NHS and Public Health England.
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste

- Washing all laundry in a dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps (where required)
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor. All cuts and abrasions will be covered with waterproof dressings.

All staff are subject to a full occupational health check before starting employment at the school.

The school keeps up-to-date with national and local immunisation scheduling and advice. The school encourages parents to have their children immunised.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

Hand sanitiser and anti-bacterial wipes are available in all classrooms and around the school.

27. Risk Assessment

The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. However the Headteacher may delegate the function or request the assistance of competent staff in carrying out a risk assessment.

Risk Assessment Type	Responsible
Premises Risk Assessments	Premises Officer and School Business Manager (SBM)
Educational Visits Risk Assessments	Prepared by lead teacher, reviewed and agreed by Educational Visits Co-Ordinator (Governing Body for Residentials)
Foundation Stage Risk Assessments	Foundation Stage Leader
Hazardous Substances	Premises Officer and Cleaner-In-Charge
Curriculum Risk Assessments	Headteacher and Subject Leaders

Risk assessments are shared with staff and stored on the school network, as well as on our online Health & Safety portal. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.

The Governing Body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

28. Slips and Trips

In line with the Health & Safety Executive (HSE) guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - ❖ Environmental (floor, steps, slopes, etc.)
 - ❖ Contamination (water, food, litter, etc.)
 - ❖ Organisational (task, safety, culture, etc.)
 - ❖ Footwear
 - ❖ Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

29. Security and Theft

Sharrow School is a community school which welcomes the community into the school whenever possible and seeks to support the whole school community through a range of family activities and workshops, building strong relationships and involving families in school life.

The whole design of the building carefully considered the balance needed for the school to be both welcoming as well as secure. The open plan nature of the school ensures that the Senior Leadership Team are able to support staff with pupil behaviour and ensures visitors to the school are visible at all times.

The layout of the school also ensures that pupil and vehicle access are kept separate, ensuring that large deliveries can be accepted throughout the day.

An intercom system will be used to minimise the risk of unauthorised people from entering the main building – either through the front entrance or from the rear of the building from the car park. The Performing Arts building and Bungalow both have restricted access with fob readers.

The Premises Officer/Caretaker/Cleaner-In-Charge (or an authorised cover cleaner) ensures the classrooms, finance office and server rooms / ICT storage areas are locked each night, the building alarm set and the car park gates locked.

Confidential information is locked in filing cabinets which only authorised staff have access to. The office cupboards are secured with a padlock and the school keys are locked in the secure room, with master keys locked in the safe.

All electronic equipment will be asset tagged and marked with Smartwater tagging solution. After using equipment, staff members will be responsible for ensuring that it is returned to the appropriate location and secured. Any equipment that someone wishes to take off site will be approved by the headteacher in advance and a record kept of the loan.

Staff are responsible for ensuring they have their fob (ID card) with them when they are in school. In the event of a fob being misplaced or lost, staff must alert the Premises Team IMMEDIATELY so it can be disabled and a new one issued.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school have installed access control and security measures to ensure the safety of the school, e.g. fob readers & security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

30. Severe Weather

The school will act in accordance with the Adverse Weather Risk Assessment and procedures in the event of severe weather conditions.

The Headteacher, in liaison with the Governing Body, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the Governing Body will be promptly informed.

31. School Trips and Visits

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE on line approval system.

We have a named Educational Visits co-ordinator who has received the appropriate Local Authority training and is responsible for:

- Supporting the Headteacher when approving educational visits
- Assessing the competency of leaders and other adults on the visit
- Ensuring that all members of staff receive induction training in the school's process for educational visits
- Helping and supporting members of staff with the planning of educational visits including help with risk assessments

The following people have responsibilities for:

Name	Responsible for:
Steven Edwards	Educational Visits Co-ordinator
Evelyn Abram, Steven Edwards	Reporting Educational Visits to Governors
Steven Edwards	Ensuring staff receive induction training in educational visits
Steven Edwards	Ensuring post visit evaluation is completed

32. Manual Handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

Sharrow School will, as far as is practical, reduce the need for numbers of staff to carry out any manual handling tasks that could involve a risk of injury. Where manual handling tasks are absolutely necessary and cannot be avoided, an assessment must take place. This will take account of:-

- The nature of the load-weight, size, shape, ability to be firmly gripped, balance, and whether the object is animate or inanimate.
- The actions and postural requirements involved in the task, including leaning, reaching and lifting
- The time, distance, duration and frequency of the task
- The individual's capacity for manual handling, including their age, skill, experience and strength
- The environment and workplace conditions such as lighting, access, free space and floor space
- The work organisation at the time of the manual handling, the presence of others, time restrictions and availability of others to assist

Once a risk assessment has been carried out, controls to manage the relevant risk will be put into place. These could include changes to the workplace and systems of work, mechanical aids and training.

The Premises Team are manual handling trained and staff should request their assistance if needing to move or lift heavy or awkward items, or items which are in inaccessible locations.

If a person has sustained recent injuries, or has hernias, back problems, heart conditions or other physical issues, manual handling tasks should NOT be undertaken.

New or expectant mothers require risk assessments for 6 months before and after childbirth in order to ensure physical injury does not occur during manual handling procedures. Pregnant staff should alert the Headteacher as soon as they are aware that they are pregnant (even if they wish this information to be kept confidential) so the Headteacher can arrange with the Health & Safety Officer for the risk assessment to be prepared.

Any staff who believe they need to undertake manual handling tasks as part of their day to day role should request manual handling training and for a risk assessment to be undertaken.

33. Working at Heights

Sharrow School adopts the definition provided by the Health & Safety Executive (HSE), which defines work at heights as any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury or death.

Working at height should be avoided, where it is practicable to do so. But where work at height cannot be avoided, the risk and consequences of falls should be prevented by ensuring the right type of equipment is used, adequate safety precautions are taken, adequate training has been provided and the local conditions are considered.

Considerations include:

- Taking into account weather conditions that could compromise safety.
- Undertaking as much work as possible from the ground.
- Checking that the place where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked each time, before use.
- Preventing materials or objects from falling or, if it is not reasonably practicable to do so, taking suitable and sufficient measures to make sure no one can be injured.
- Ensuring equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Storing materials and objects safely to ensure they won't cause injury if they are disturbed or collapse.
- Workers ensuring that they don't overload or overreach themselves when working at height.
- Taking precautions when working on or near fragile surfaces.
- Considering emergency evacuation and rescue procedures.

Step ladders are provided in classrooms for staff wishing to undertake the following activities:-

- Changing displays
- Storing resources and folders on shelves

Unless explicitly stated on this approved list, work at height must only be undertaken following authorisation from the Headteacher.

Before using the step-ladders, the ladders should be checked to make sure that the inspection stickers are in date, that there is no damage to the ladder, the ground on which the ladder is being positioned is flat, level and safe ... and that there is no-one who could be injured by falling items. Staff should ensure they hold onto the ladders with at least one hand and maintain 3 points of contact.

The Premises Team receive annual working at height training and should be asked to undertake any other working at height around the school. If any other staff feel they need to receive training for Working at Height, this should be discussed and arranged with the Health & Safety Officer.

It is the responsibility of the individual concerned to ensure all necessary precautions and methods are adhered to at all times, in accordance with their instructions and training.

Any person, who becomes aware of circumstances involving work at height, where the existing control methods are ineffective, must inform the Headteacher as soon as possible.

34. Lone Working

Policy and procedures concerning employees' lone working are addressed in the **Lone Working Policy**. Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

35. Stress Management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. The school will also support staff well-being through return to work interviews, Occupational Health referrals and one-to-one discussions

The health and well-being of all members of our staff is considered as part of the school's risk assessment process. All members of staff have the opportunity to contribute to the school's stress risk assessment. This is reviewed periodically and the findings shared with staff.

Document	Location
Stress Risk Assessment	School network
Information relating to Employee Assistance Programme	SCC, PPC

36. Display Equipment

Display Screen Assessment training will be provided for teaching staff and administrative staff who regularly use laptops or desktops computers. Resultant actions from these assessments will be actioned by the Headteacher/Health & Safety Officer.

37. Monitoring and Review

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.

This policy is reviewed **annually** by the Headteacher, School Business Manager (SBM) and the Premises Officer. The next scheduled review date for this policy is **July 2022**. Any changes to this policy will be communicated to all relevant staff members via staff briefings.

38. Useful Contacts

- Health and Safety Team - 0114 2734082 or healthandsafety@sheffield.gov.uk
- Transport & Facilities Management Team - 0114 2735621 or PFMContactCentre@sheffield.gov.uk
- Insurance & Risk Team – Contact details: 0114 2053915 or Risk@sheffield.gov.uk

Appendix 1: Classroom Checklist

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further actions needed.

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:	
Movement around the classroom (slips and trips)	Is the internal flooring in good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads and cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?			
	For standalone classrooms:			
	Are access steps or ramps properly maintained?			
	Are access stairs or ramps provided with handrails?			
Work at height (falls)	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Are any hot pipes protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?			
Computers	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
Fire	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Ventilation and heating	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

Appendix 2: Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

Role	Appointed person	Telephone number	Email address
Health and safety link governor	Lucinda Wakefield	Via school	lmbwakefield@yahoo.co.uk
Headteacher	Evelyn Abram	0114 255 1704	headteacher@sharrow.sheffield.sch.uk
Health & Safety Officer	Rachel Delacy-Hancock	0114 357 0256	Rdelacy-hancock@sharrow.sheffield.sch.uk
Premises Officer	Russell Cutts	0114 255 1704 x 2009	rcutts@sharrow.sheffield.sch.uk
First Aid Co-Ordinator	Paula Glover	0114 357 0593	pglover@sharrow.sheffield.sch.uk
Educational Visits Co-Ordinator	Steven Edwards	0114 255 1704	sedwards@sharrow.sheffield.sch.uk
Caretaker	Neil Mettam	0114 255 1704 x 2009	nmettam@sharrow.sheffield.sch.uk
Cleaner In Charge	Kimete Isenaj	0114 255 1704 x 2009	kisenaj@sharrow.sheffield.sch.uk