**Health and safety policy**

**Beacon Independent School**

A logo with a torch and text

AI-generated content may be incorrect.

|  |  |
| --- | --- |
| **Approved by: John Page** | March 2025 |
| **Last reviewed on: March 2025** |  |
| **Next review due by: March 2026** |  |
|  |  |
|  |  |

**History of Changes/Reviews**

Author: John Page

|  |  |  |
| --- | --- | --- |
| Date | Page | Change |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Contents**

[1. Aims 4](#_Toc19220)

[2. Legislation 4](#_Toc19221)

[3. Roles and responsibilities 5](#_Toc19222)

[4. Site security 6](#_Toc19223)

[5. Fire 6](#_Toc19224)

[6. COSHH 7](#_Toc19225)

[7. Equipment 8](#_Toc19226)

[8. Lone working 8](#_Toc19227)

[9. Working at height 9](#_Toc19228)

[10. Manual handling 9](#_Toc19229)

[11. Off-site visits 9](#_Toc19230)

[12. Violence at work 9](#_Toc19231)

[13. Smoking and Vaping 10](#_Toc19232)

[14. Infection prevention and control 10](#_Toc19233)

[Following good hygiene practices 11](#_Toc19234)

[Implementing an appropriate cleaning regime 11](#_Toc19235)

[Keeping rooms well ventilated 11](#_Toc19236)

[15. New and expectant mothers 12](#_Toc19237)

[16. Occupational stress 12](#_Toc19238)

[17. Accident 12](#_Toc19239)

[17.1 Accident record book 12](#_Toc19240)

[18. Training 14](#_Toc19241)

[19. Monitoring 14](#_Toc19242)

[20. Links with other policies 14](#_Toc19243)

# 1. Aims

Our provision aims to:

* Provide and maintain a safe and healthy environment
* Establish and maintain safe working procedures amongst staff, pupils and all visitors to the provision site
* Have robust procedures in place in case of emergencies
* Ensure that the premises and equipment are maintained safely, and are regularly inspected

# 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools,](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools) guidance from the Health and Safety Executive (HSE) on [incident reporting in schools,](https://www.hse.gov.uk/pubns/edis1.htm) and the following legislation:

* [The Health and Safety at Work etc. Act 1974,](http://www.legislation.gov.uk/ukpga/1974/37) which sets out the general duties employers have towards employees and duties relating to lettings
* [The Management of Health and Safety at Work Regulations 1992,](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made) which require employers to make an assessment of the risks to the health and safety of their employees
* [The Management of Health and Safety at Work Regulations 1999,](http://www.legislation.gov.uk/uksi/1999/3242/contents/made) which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
* [The Control of Substances Hazardous to Health Regulations 2002,](http://www.legislation.gov.uk/uksi/2002/2677/contents/made) which require employers to control substances that are hazardous to health
* [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013,](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made) which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
* [The Health and Safety (Display Screen Equipment) Regulations 1992,](http://www.legislation.gov.uk/uksi/1992/2792/contents/made) which require employers to carry out digital screen equipment assessments and states users’ entitlement to an eyesight test
* [The Gas Safety (Installation and Use) Regulations 1998,](http://www.legislation.gov.uk/uksi/1998/2451/regulation/4/made) which require work on gas fittings to be carried out by someone on the Gas Safe Register
* [The Regulatory Reform (Fire Safety) Order 2005,](http://www.legislation.gov.uk/uksi/2005/1541/part/2/made) which requires employers to take general fire precautions to ensure the safety of their staff
* [The Work at Height Regulations 2005,](http://www.legislation.gov.uk/uksi/2005/735/contents/made) which requires employers to protect their staff from falls from height

The provision follows [national guidance published by UK Health Security Agency (formerly Public Health England)](https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases) and government guidance on [living with COVID-19](https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19) when responding to infection control issues.

# 3. Roles and responsibilities

#### 3.1 The proprietors

The proprietors have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher, John Page.

The proprietors have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the provision premises.

The proprietors as the employer, also have a duty to:

* Assess the risks to staff and others affected by provision activities in order to identify and introduce the health and safety measures necessary to manage those risks
* Inform employees about risks and the measures in place to manage them
* Ensure that adequate health and safety training is provided

#### 3.2 Headteacher

The headteacher has day to day responsibility for health and safety matters in the provision. This involves:

* Implementing the health and safety policy
* Ensuring there is enough staff to safely supervise pupils
* Ensuring that the provision building and premises are safe and regularly inspected
* Providing adequate training for provision staff
* Reporting to the proprietors on health and safety matters
* Ensuring appropriate evacuation procedures are in place and regular fire drills are held
* Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
* Ensuring all risk assessments are completed and reviewed
* Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher’s absence, Edward Page assumes the above day-to-day health and safety responsibilities.

**3.3 Health and safety lead**

The nominated health and safety lead is John Page, Headteacher

#### 3.4 Staff

Provision staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

Staff will:

* Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
* Co-operate with the provision on health and safety matters
* Work in accordance with training and instructions
* Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
* Model safe and hygienic practice for pupils
* Understand emergency evacuation procedures and feel confident in implementing them

#### 3.5 Pupils and parents/carers

Pupils and parents/carers are responsible for following the provision’s health and safety advice, on-site and offsite, and for reporting any health and safety incidents to a member of staff.

#### 3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

# 4. Site security

John Page, Headteacher and Edward Page, Deputy Headteacher are responsible for the security of the provision site in and out of provision hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

John Page and Edward Page are key holders and will respond to an emergency.

# 5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

* The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
* Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
* Staff and pupils will congregate at the assembly points. These are out the back of the building in the rear car park.
* Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
* The Headteacher, John Page or Edward Page, Deputy Headteacher will take a register of all staff
* Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The provision will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Any pupils that need any special arrangements will have a plan of evacuation and a nominated member of staff to assist. There will also be individual risk assessments for each pupil.

A fire safety checklist can be found in appendix 1.

# 6. COSHH

Provisions are required to control hazardous substances, which can take many forms, including:

* Chemicals
* Products containing chemicals
* Fumes
* Dusts
* Vapours
* Mists
* Gases and asphyxiating gases
* Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by John Page, Headteacher and circulated to all employees who may work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products will be stored in a locked cupboard, pupils will not have access to this.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed inside the locked cupboard where hazardous products are stored and in areas where they are routinely used.

#### 6.1 Gas safety

* Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
* Gas pipework, appliances and flues are regularly maintained
* All rooms with gas appliances are checked to ensure they have adequate ventilation

#### 6.2 Legionella

* A water risk assessment has been completed on 25th July 2023 by John Page. John Page is responsible for ensuring that the identified operational controls are conducted and recorded in the provision’s water log book
* This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
* The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of wash basins on a regular basis.

#### 6.3 Asbestos

* Staff are briefed on the hazards of asbestos, the location of any asbestos in the provision and the action to take if they suspect they have disturbed it
* Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
* Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
* A record is kept of the location of asbestos that has been found on the provision site

# 7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer’s instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

#### 7.1 Electrical equipment

* All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
* Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
* Any potential hazards will be reported to John Page immediately
* Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
* Only trained staff members can check plugs
* Where necessary, a portable appliance test (PAT) will be carried out by a competent person
* All isolator switches are clearly marked to identify their machine
* Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
* Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

#### 7.2 Display screen equipment

* All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. ‘Significant’ is taken to be continuous/near continuous spells of an hour or more at a time
* Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

# 8. Lone working

Lone working may include:

* Late working
* Home or site visits
* Weekend working
* Site manager duties
* Site cleaning duties
* Working in a single occupancy office
* Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

# 9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. We do not expect any member of staff to be using ladders In addition:

* Contractors are expected to provide their own ladders for working at height
* Before using a ladder, contractors are expected to conduct a visual inspection to ensure its safety
* Access to high levels, such as roofs, is only permitted by trained persons

# 10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

* Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
* Take the more direct route that is clear from obstruction and is as flat as possible
* Ensure the area where you plan to offload the load is clear
* When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

# 11. Off-site visits

When taking pupils off the provision premises, we will ensure that:

* Risk assessments will be completed where off-site visits and activities require them
* All off-site visits are appropriately staffed
* Staff will take a provision mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers’ contact details
* There will always be at least one first aider on any provision trips and visits and off-site activity, they will hold a paediatric first aid certificate

# 12. Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

# 13. Smoking and Vaping

Smoking/vaping is not permitted anywhere on the provision premises.

Pupils will be informed at any entry meetings.

Staff will be informed at induction.

# 14. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

#### 14.1 Handwashing

* Wash hands with liquid soap and warm water, and dry with paper towels
* Always wash hands after using the toilet, before eating or handling food Cover all cuts and abrasions with waterproof dressings

#### 14.2 Coughing and sneezing

* Cover mouth and nose with a tissue
* Wash hands after using or disposing of tissues
* Spitting is discouraged

#### 14.3 Personal protective equipment

* Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, pad changing)
* Wear goggles if there is a risk of splashing to the face
* Use the correct personal protective equipment when handling cleaning chemicals
* Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

#### 14.4 Cleaning of the environment

* Clean the environment frequently and thoroughly
* Clean the environment, including computer equipment, frequently and thoroughly

#### 14.5 Cleaning of blood and body fluid spillages

* Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
* When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer’s instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
* Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
* Make spillage kits available for blood spills
* Wash laundry in a separate dedicated facility
* Wash soiled linen separately and at the hottest wash the fabric will tolerate
* Wear personal protective clothing when handling soiled linen

Bag children’s soiled clothing to be sent home, never rinse by hand

#### 14.7 Clinical waste

* Always segregate domestic and clinical waste, in accordance with local policy
* Used pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
* Where necessary, remove clinical waste with a registered waste contractor
* Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

#### 14.8 Animals

* Wash hands before and after handling any animals
* Supervise pupils when playing with animals in line with any risk assessment carried out by any provider we may use e.g. farms

#### 14.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

### Following good hygiene practices

* We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. If/when required, we will provide appropriate personal protective equipment (PPE)

### Implementing an appropriate cleaning regime

* We will regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned frequently, but at least once a day.

### Keeping rooms well ventilated

* We will keep rooms well ventilated and carry out risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

##### 14.10 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The provision will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will liaise with school health and/or the pupils GP for advice for these children to have additional immunisations, for example for influenza.

##### 14.11 Exclusion periods for infectious diseases

The provision will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

# 15. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the provision that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

* Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
* If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
* Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
* Some pregnant women will be at greater risk of severe illness from COVID-19

# 16. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the provision for responding to individual concerns and monitoring staff workloads. We will provide regular supervision meetings whereby staff can discuss any issues/concerns regarding their well-being, training needs and any other business that they wish to discuss. This will be held by an external consultant to enable confidentiality.

# 17. Accident

## 17.1 Accident record book

* An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
* As much detail as possible will be supplied when reporting an accident
* Information about injuries will also be kept in the pupil’s educational record

Records held in the first aid and accident book will be retained by the provision for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

#### 17.2 Reporting to the Health and Safety Executive

The Headteacher and designated first aiders will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher, John Page will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

**School staff: reportable injuries, diseases or dangerous occurrences** These include:

* Death
* Specified injuries, which are:
* Fractures, other than to fingers, thumbs and toes
* Amputations
* Any injury likely to lead to permanent loss of sight or reduction in sight
* Any crush injury to the head or torso causing damage to the brain or internal organs
* Serious burns (including scalding) which:

o Covers more than 10% of the whole body’s total surface area; or

o Causes significant damage to the eyes, respiratory system or other vital organs

* Any 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 requires resuscitation or admittance to hospital for more than 24 hours

* Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher, John Page will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

* Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

* Carpal tunnel syndrome
* Severe cramp of the hand or forearm
* Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
* Hand-arm vibration syndrome
* Occupational asthma, e.g. from wood dust
* Tendonitis or tenosynovitis of the hand or forearm
* Any occupational cancer
* Any disease attributed to an occupational exposure to a biological agent

* Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

* The accidental release of a biological agent likely to cause severe human illness
* The accidental release or escape of any substance that may cause a serious injury or damage to health
* An electrical short circuit or overload causing a fire or explosion

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences These** include:

* Death of a person that arose from, or was in connection with, a work activity\*
* An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

* A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
* The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
* The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) http://www.hse.gov.uk/riddor/report.htm

##### 17.3 Notifying parents/carers

The designated first aiders will inform parents/carers of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

##### 17.4 Reporting to child protection agencies

The Designated Safeguarding Leads will notify Staffordshire local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the provision’s care.

##### 17.5 Reporting to Ofsted

The Designated Safeguarding Leads will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil whilst in the provision’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

# 18. Training

Our staff will be provided with health and safety training as part of their induction process. This will also be updated either annually or when necessary, in accordance with any new regulations/changes.

# 19. Monitoring

This policy will be reviewed by the Headteacher, John Page every 2 years or at any such time there are changes to the premises or informed by government regulations.

# 20. Links with other policies

This health and safety policy links to the following policies:

* First aid
* Risk assessment
* Supporting pupils with medical conditions
* Accessibility plan