



Registered Charity 1171812

# Health and Safety Policy

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## 1. Aims

1.1 The Board of Trustees of the Connie Rothman School aims to:

- Provide and maintain a safe and healthy working environment
- Establish and maintain safe working procedures amongst staff, pupils, and all visitors to the school site
- Ensure that the premises and equipment are maintained safely and are regularly inspected.
- Ensure safe handling, storage, and use of substances.
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

## 2. Legislation

This policy is based on advice from the Department of Education on health and safety in schools and the following legislation:

- [The Health and Safety at Work etc Act 1974](#) – which sets out the general duties employers have toward employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1999](#) – which requires 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](#) – which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#) – which state that some accidents
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#) – 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](#) – which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#) which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

## 3. Roles and Responsibilities

### 3.1 Chief Executive

The overall responsibility for health and safety at the Connie Rothman School (CRS) lies with the Trust Board who will delegate day to day responsibility to the Chief Executive.

The Trust will:

- Ensure that health and safety has a high profile.
- Ensure adequate resources for health and safety are made available.
- Consult and advise staff regarding health and safety requirements and arrangements.
- Periodically monitor and review local health and safety arrangements.

The Chief Executive will:

- Manage, advise and co-ordinate local safety matters.
- Develop a safety culture throughout the Trust.
- Consult staff and provide information, training, and instruction so that staff are able to perform their various tasks safely and effectively.
- Assess and control risk as part of everyday management.
- Make operational decisions regarding health and safety.
- Ensure significant hazards are assessed and risks are managed to prevent harm.
- Ensure staff are aware of their health and safety responsibilities.
- Periodically update the Trust Board as appropriate.
- Produce, monitor and periodically review all local safety policies and procedures.

### 3.2 Health & Safety Co-ordinator

The Business Manager will advise and co-ordinate at Trust level safety matters on behalf of, and under the direction of the Chief Executive. The Business Manager is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He/she is to work within their level of competence and seek appropriate guidance and direction from the Chief Executive or appropriately qualified consultants as required. These will include:

- Legionella temperature and flushing checks.
- Ladder, stepladder, and step stool inspections.
- Smoke Detector tests
- Fire extinguisher and fire equipment checks

### 3.3 Staff (Including Volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the Trust on health and safety matters.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of others.
- Not acting or omitting to act in any way that may cause harm or ill health to others.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

The responsibility of applying local safety procedures on a day-to-day basis rest with all staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed, and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in

their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

### 3.4 Contractors

Contractors will agree health and safety practices with the Chief Executive before starting work and will provide evidence that they have completed an adequate risk assessment of their planned work. All contractors must report to the main office where they will be asked to sign the visitors book and will be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements.

## 4. Site Security

The Chief Executive and Business Manager (SLT) are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The SLT are key holders and will respond to an emergency.

## 5. Fire

Francesca Rogers will act as fire safety coordinator who is the competent person for fire safety on the premises and acts on behalf of the Chief Executive. She is to attend an appropriate fire safety training course and refresh this training every three years. The fire safety coordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety coordinator is to work within their level of competence and seek appropriate guidance and direction from the Chief Executive.

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 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 the 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 and others at risk.
- Staff and pupils will congregate at the assembly point. This is: On the church side of the perimeter wall in Millhams Street
- Teachers will take a register of all pupils which be checked against the fire evacuation report for that day.

- A register of all staff will be taken by a nominated person and checked against the signing in sheet
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have PEEPs for the evacuation of people with mobility needs.

## 6. Legionella

A water risk assessment has been completed and the Business Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog.

The risk assessment will be reviewed every year and when significant changes have occurred in the water system and/or building footprint.

The risks from legionella are mitigated by weekly temperature checks, flushing and cleaning.

## 7. COSHH

Schools 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

Control of substances hazardous to health (COSHH) risk assessments are completed for relevant activities by the member of staff carrying out the activity and approved by the Business Manager and circulated to all employees who 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 in a locked container which is in an area where students are not permitted.

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

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

## 8. 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

## 9. Equipment

All equipment and machinery are 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.

### 9.1 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. Pupils are not permitted to plug their personal electrical devices in on school premises.

Any potential hazards will be reported to the Business Manager immediately.

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.

### 9.2 PE Equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

### 9.3 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.



## 10. 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.

## 11. 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.**

In addition:

- The Business Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## 12. 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.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

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

## 13. Off-Site Visits

When taking pupils off the school 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 mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details
- There will always be at least one first aider on school trips and visits

## 14. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## 15. 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.

## 16. Smoking

Smoking is not permitted anywhere on the school premises.

## 17. 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.

### 17.1 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, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### 17.2 Coughing and Sneezing

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

### 17.3 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, nappy or 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

### 17.4 Cleaning of The Environment

We will clean the environment frequently and thoroughly. We will adhere to the following conditions at all times:

- All corridors and passageways are kept free from obstruction
- Floors are kept clean, dry, and free from slip and trip hazards
- Rubbish and litter are removed at the end of each working day

### 17.5 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

### 17.6 Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local policy
- 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

## 17.7 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:

### 17.8 Following Good Hygiene Practices

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

### 17.9 Implementing an Appropriate Cleaning Regime

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned.

### 17.10 Pupils Vulnerable to Infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school 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 advise these children to have additional immunisations, for example for pneumococcal and influenza.

### 17.11 Exclusion Periods for Infectious Diseases

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

## 18. New and Expectant Mothers

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

## 19. 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 school for responding to individual concerns and monitoring staff workloads. We provide employees with access to an award-winning Employee Assistance Programme which gives caring and compassionate support.

We have an open-door policy and employees are aware that our standard is to foster communication and trust throughout the workplace.

## 20. Accident Reporting

### 20.1 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 can be found in the HSE Accident book in the school office. Any first aid administered will be entered in the first aid log which is in the same folder as the accident form.
- 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 school 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 [18.2 Reporting to the Health and Safety Executive]

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

The Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These 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)
  - 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital

- Where something happens that does not result in an injury, but could have done
- 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 collapse or failure of load-bearing parts of lifts and lifting equipment
  - 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

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

[How to make a RIDDOR report](#)

## 20.2 Notifying Parents

A member of the senior leadership team will notify parents of any serious accident or injury sustained by a student whilst in our care.

## 21. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Training records are held by the Business Manager who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety plan and managing the planning of refresher training to all staff.

## 22. Monitoring

This policy will be reviewed by the Business Manager annually.

At every review, the policy will be approved by the Board of Trustees.

## 23. Links to Other Policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility
- Remote learning
- Premises Security