

# **HEALTH AND SAFETY POLICY**

## **URSULINE HIGH SCHOOL WIMBLEDON**

Crescent Road  
London  
SW20 8HA

Reviewed Date: April 2021

## **Ursuline High School**

Ursuline High School (UHS) policies and procedures relate to its operation, staff, facilities, Health and Safety, risk management and services provided.

UHS strive to ensure equality of opportunity for all. This policy forms part of UHS commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice to ensure fairness and consistency for all those covered by it regardless of their individual differences and value the diversity of all individuals and communities.

As part of its development this document and its impact on equality has been analysed and no detriment identified.

## **Ursuline Ethos / Mission Statement**

To build a caring and supportive Christian community where each individual is able to grow in their understanding of the faith and their commitment to Christ.

To set standards of excellence in teaching and learning and to provide a broad, balanced, and relevant curriculum.

To develop personal qualities of understanding of self and others, self-discipline and motivation, responsible maturity, creative freedom, and integrity.

To foster an attitude of respect for all regardless of age, race, colour, creed, or gender.

To build peace, to promote justice, social concern and, through the celebration of difference, the equality of all peoples.

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## 1. Statement of Intent

Ursuline High School Wimbledon recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of the school.

We are committed to:

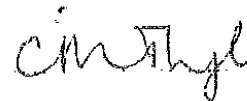
- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill-health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing adequate information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and/or Health and Safety Representatives).

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. All Governors staff and students will play their part in its implementation.

**Name: CLAIRE THOROGOOD**  
**(Chair of Governors)**

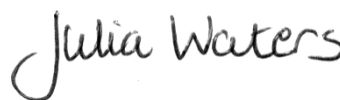
**Signature:**



**Date: 17/05/21**

**Name: JULIA WATERS**  
**(Headteacher)**

**Signature:**



**Date: 17/05/21**

**Review Procedures**

This policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

Document / revision no.	Date	Status / Amendment	Approved by

**Distribution of copies**

Copies of the policy and any amendments will be distributed to: the Headteacher; Health and Safety Representatives; All Staff; Board members and Administration office.

## 2. Roles and Responsibilities

### 2.1 Introduction

- 2.1.1. To achieve compliance with the Statement of Intent, the management team will have additional responsibilities assigned to them as detailed in this part of the policy.
- 2.1.2. An organisational chart for Health and Safety Management is available in [Appendix 1](#).

### 2.2 The Governing Body Vice Chair of Health & Safety

- 2.2.1. The Governing Body is responsible for ensuring that:
  - a) The health and safety policy statement is clear, and it promotes a positive attitude towards safety and health for staff and students.
  - b) Headteacher is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
  - c) Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
  - d) Sufficient funds are set aside with which to operate safe working practices.
  - e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

### 2.3 Headteacher

- 2.3.1. To be accountable to the Governing Body for the effective implementation of this policy.
- 2.3.2. Ensure the policy's objectives are fully met by
  - a) Planning as necessary to make human, financial, and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
  - b) Providing final authority on matters concerning health and safety at work.
  - c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.
  - d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to Alison Silke Business Manager.

### 2.4 Manager/Officer Responsible for Health and Safety Business Manager

- 2.4.1. The Business Manager, working in conjunction with the appointed Health and Safety Consultants, Judicium, and the Health and Safety Committee will advise Headteacher on health and safety policy. Acting for and on behalf of Headteacher, he/she has the responsibility for implementing and monitoring the policy, principally through the Heads of Department.

2.4.2. The Business Manager achieves this by ensuring that:

- a) This policy is communicated and made available to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated, and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Governing Body on the health and safety performance of the school is completed and reviewed termly.

## **2.5 Staff Holding Posts/Positions of Special Responsibility**

2.5.1. This includes the Senior Management Team, Heads of Departments, the Compliance Administrator, and Senior Site Manager. They must:

- a) Apply the school's Health and Safety Policy to their department or area of responsibility and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements in their areas of responsibility.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to Headteacher and the Health and Safety Lead.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety.



- h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.
- i) Include Health and Safety performance in the annual report for Headteacher.

## **2.6 All Teaching staff**

### **2.6.1. Class teachers are responsible for:**

- a) Exercise adequate supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the Senior Site Manager or the Business Manager.
- i) Report all accidents, defects and dangerous occurrences to Headteacher or Senior Site Manager.

## **2.7 Catering Manager**

### **2.7.1. The Catering Manager is responsible for the safe operation of the catering facilities and must:**

- a) Be familiar with the school Health and Safety Policy and other associated policies.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place.
- d) Inform the Senior Site Manager, Business Manager or the Headteacher of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

### **2.7.2. Ensure that non-catering staff do not use the catering facilities and equipment without the prior agreement of Headteacher.**

## 2.8 Health and Safety Committee

- 2.8.1. The school's Health and Safety Committee provides a forum for joint employer/employee discussions of Health and Safety matters. This Committee will meet once per term as a minimum. All employees are encouraged to bring health and safety concerns to this Committee either directly or through their safety representative
- 2.8.2. The Committee will review all health, safety, fire safety and security matters, including a review of policy at least annually.
- 2.8.3. The Committee will advise Headteacher and/or the manager responsible for health and safety, of any current issues.
- 2.8.4. The Health and Safety Committee will comprise of (e.g. the Headteacher, Business Manager, Senior Site Manager, Staff Representatives from various areas, etc.)
- 2.8.5. Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, are automatically members of this Committee.

## 2.9 All staff

- 2.9.1. All employees must:
  - a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
  - b) Observe all instructions on health and safety issued by the Governing Body, or any other person delegated to be responsible for a relevant aspect of health and safety.
  - c) Follow the guidance given in Health and Safety training received.
  - d) Report all accidents and near misses as per the reporting procedure.
  - e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
  - f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
  - g) Inform their Line Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.
  - h) Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.
  - i) Exercise good standards of housekeeping and cleanliness.
  - j) Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
  - k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

## 2.10 Contractors and visitors

- 2.10.1. All visitors (including contractors) must report to reception and sign in on arrival.
- 2.10.2. Visitors and contractors must report any injuries to their host as soon as possible.
- 2.10.3. When the premises are used for purposes not under the direction of Headteacher, e.g. the provision of school meals, then, **subject to the explicit agreement of the**

**Governing Body**, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

- 2.10.4. All contractors who work on the premises are required to identify and control any risk arising from their activities and inform Headteacher of any risks that may affect the premises, staff, students and visitors.
- 2.10.5. All contractors must be aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.
- 2.10.6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

## **2.11 Students**

- 2.11.1. Students, in accordance with their age and aptitude, are expected to:
  - a) Exercise personal responsibility for the health and safety of themselves and others.
  - b) Observe standards of dress consistent with safety and/or hygiene.
  - c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
  - d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### 3. Arrangements

#### 3.1 Introduction

- 3.1.1. The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:
- 3.1.2. The list provides a summary of all the key Health and Safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

#### 3.2 Accident and Incident Reporting

- 3.2.1. All staff are required to ensure that all accidents are reported to Headteacher (or designated responsible person) who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.
- 3.2.2. All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps are taken to prevent a more serious reoccurrence.
- 3.2.3. Minor injuries to non-employees will be recorded locally in the school's Incident Report book. The Incident Report book is kept by Bernadette Young in Student Services. Where first aid is given this will be reported on the First Aid Record of Treatment form. The First Aid Record of Treatment forms are kept by Lorena Soto In Student Services.

#### 3.3 Asbestos

- 3.3.1. All employees must read and ensure they have read and understood the school's Asbestos Management policy.
- 3.3.2. The Senior Site Manager is responsible for ensuring that the **school** Asbestos Log is read and signed by all contractors before starting any work on the premises.
- 3.3.3. Staff must not affix anything to walls, ceilings etc. without first obtaining approval from **Headteacher/Senior Site Manager**.
- 3.3.4. Staff must report any damage to asbestos materials immediately to **Headteacher**.
- 3.3.5. Where damage to asbestos material has occurred, the area must be evacuated and secured. **Headteacher** will immediately notify the Governing Body by telephone.

Please see [Appendix 2](#) for more details.

#### 3.4 Contractors

- 3.4.1. The Senior Site Manager is responsible for the selection and management of contractors in accordance with the school's Managing Contractors' Policy.

#### 3.5 Curriculum Safety (including off-site learning activities)

- 3.5.1. All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.
- 3.5.2. The risk assessments must be made known to all teaching and support staff and reviewed regularly.
- 3.5.3. Guidance from CLEAPSS, AfPE and other lead bodies should be adopted as appropriate.

### **3.6 Display Screen Equipment**

- 3.6.1. Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Generally, users should be reliant upon the use of DSE for their daily work; on average more than one hour per day continuously and have little option on its usage. All staff and workstations are re assessed whenever there is a significant change.
- 3.6.2. Regular laptop users will be provided with docking stations.
- 3.6.3. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### **3.7 Educational Visits and Journeys**

- 3.7.1. Headteacher is responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.
- 3.7.2. Headteacher and the EVC are responsible for ensuring that all school outings are managed in accordance with the school policy for Educational Visits.
- 3.7.3. Staff involved in Educational Visit should be familiar with the Educational Visits Policy.

### **3.8 Electrical Safety**

- 3.8.1. The Senior Site Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.
- 3.8.2. The Senior Site Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.
- 3.8.3. All staff must be familiar with school procedures and report any problems to the Senior Site Manager. Staff must not bring electrical equipment into school without the permission of Headteacher.

### **3.9 Fire Precautions and Emergency Procedures**

- 3.9.1. Headteacher is responsible for ensuring:
  - a) That a Fire Risk Assessment is completed and reviewed annually.
  - b) The school emergency plan and evacuation procedures are regularly reviewed.
  - c) All staff complete Fire Safety Awareness.
  - d) A Fire drill is completed every term.

- e) The preparation Personal Emergency Evacuation Plan (PEEP) for staff and/or students with special needs.

3.9.2. The Senior Site Manager is responsible for:

- a) The maintenance and inspection of fire safety systems and reporting significant findings to the Headteacher.
- b) The maintenance of exit/escape routes and signage.
- c) Supervision of contractors undertaking hot work.

3.9.3. All staff must be familiar with the school Fire Risk Assessment, the emergency evacuation plan and the Fire Management policy.

### **3.10 First Aid**

3.10.1. The names of the qualified First Aiders are displayed on the notice board in each building.

3.10.2. First Aid supplies are kept in in each building in secure locations and it is the responsibility of student services to ensure that stocks of supplies are kept up to date.

3.10.3. All staff must be familiar with the arrangements for First Aid provision and the First Aid and Administration of Medicines Policy.

### **3.11 Hazardous Substances**

3.11.1. COSHH is relevant to all areas of the Ursuline, especially in susceptible areas such as Science, Art, Technology and Food. To this policy, hazardous substances to health are identified by a warning label as very toxic, toxic, harmful, irritant or corrosive. The Senior Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

3.11.2. Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

3.11.3. All staff are reminded that no hazardous substances should be used without the permission of Headteacher. A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products. Any members of staff found not adhering to the correct procedures maybe dealt with under the UHS disciplinary policy.

3.11.4. Heads of Department must implement the policy and ensure preventative and protective measures are practiced. An inventory list of all hazardous substances should be maintained and available at all times. All risk assessments should be updated and reviewed to ensure risk is eliminated or reduced wherever possible.

3.11.5. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.

3.11.6. Substances used in D&T, Art, and science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

3.11.7. For more information on COSHH please request a copy of the guidance on Control of substances from the Health and Safety Document Controller.

[Please see appendix 3](#)

### **3.12 Inclusion**

- 3.12.1. The School complies with the policy for Inclusion, and all teaching and support staff should be familiar with this policy and supporting guidance.
- 3.12.2. The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEN.
- 3.12.3. All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.
- 3.12.4. The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEN. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.
- 3.12.5. Where it is considered essential to exclude a student from all or part of activity this exclusion must be authorised by Headteacher.

### **3.13 Lettings/shared use of premises/use of Premises outside normal hours**

- 3.13.1. The Headteacher is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this and the Lettings policy and the Fire Safety Policy.
- 3.13.2. The Senior Site Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

### **3.14 Lone Working**

- 3.14.1. Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- 3.14.2. Facilities and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.
- 3.14.3. Any member of staff working after hours must notify Headteacher and Senior Site Manager of their location and intended time of departure.
- 3.14.4. Lone workers should not undertake any activities which present a significant risk of injury.

### **3.15 Managing Medicines and Drugs**

- 3.15.1. No student is allowed to take medication on the school site without a letter of consent from his/her parent/carer.
- 3.15.2. Staff must notify Headteacher if they believe a student to be carrying any unauthorised medicines/drugs.
- 3.15.3. The First Aid and Administration of Medicines provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

### **3.16 Maintenance and Inspection of Equipment**

- 3.16.1. The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Senior Site Manager.
- 3.16.2. Where Heads of Department hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.
- 3.16.3. All faulty equipment must be taken out of use and reported to the Senior Site Manager. Staff must not attempt to repair the equipment themselves.

### **3.17 Manual Handling and Lifting**

- 3.17.1. Headteacher will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.
- 3.17.2. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Senior Site Manager for assistance.
- 3.17.3. Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.
- 3.17.4. Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### **3.18 PE and Playground Equipment**

- 3.18.1. The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.
- 3.18.2. The Senior Site Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the Premises team.
- 3.18.3. Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.
- 3.18.4. Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.
- 3.18.5. All PE equipment must be visually checked before lessons and returned to the designated storage area after use.
- 3.18.6. Students must not use the PE or playground equipment unless supervised.
- 3.18.7. Any faulty equipment must be taken out of use and reported to the Head of Department or the Premises team.

### **3.19 Personal Protective Equipment (PPE)**

- 3.19.1. Where the need for PPE has been identified in risk assessments, it is Headteacher responsibility to ensure adequate supplies of suitable PPE.
- 3.19.2. Where a need for PPE is identified by risk assessment, staff and students should wear PPE as per instructed on the risk assessment.
- 3.19.3. Any staff member or student who refuses to use the PPE will be subject to disciplinary action.



3.19.4. PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, there should be brought to the attention of the Headteacher.

### **3.20 Risk Assessments**

3.20.1. It is the Headteacher's responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from the school undertakings.

3.20.2. The Headteacher is responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area.

3.20.3. Heads of Department will undertake risk assessments for their specialist areas.

3.20.4. The Senior Site Manager will undertake risk assessments for maintenance and cleaning.

3.20.5. The EVC will ensure that risk assessments are completed by all staff who organise and lead Educational Visits.

### **3.21 Security**

3.21.1. The Senior Site Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

3.21.2. The Senior Site Manager is also responsible for the security of the site after normal school hours use and lettings.

3.21.3. The numbers on security pads will be changed at regular intervals, and these changes notified to relevant staff. Staff are reminded that these numbers should not be divulged to any student or parent.

3.21.4. Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.

3.21.5. If an intruder becomes aggressive staff should seek assistance.

3.21.6. Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in the reception area where assistance is available. The Headteacher should be notified in advance of these meetings where possible.

3.21.7. Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to Headteacher, and the requirements set on section 3.30 should be followed.

### **3.22 Site Maintenance**

3.22.1. The Senior Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

3.22.2. The Facilities team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to Headteacher.

3.22.3. All staff are responsible for reporting any damage or unsafe condition to the Senior Site Manager immediately in writing {Include details of how hazards should be reported}. When the matter is urgent, this should be communicated by phone/radio.

### **3.23 Smoking**

- 3.23.1. Smoking will NOT be permitted in any part of the school premises, within the entrance area to the school or on land adjacent to the school building (car parks, garden areas, walkway, etc.) where this forms part of the school premises.
- 3.23.2. Employees should avoid being seen smoking in public in sight of students, parents and visitors in order to reinforce a comprehensive approach..
- 3.23.3. Signage to indicate that smoking is not permitted is displayed in conspicuous areas.

### **3.24 Training and Development**

- 3.24.1. The Headteacher is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training.
- 3.24.2. All new staff will receive specific information and training as part of their induction process.
- 3.24.3. All staff will receive Health and Safety, Fire Safety awareness training on an annual basis.
- 3.24.4. Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.
- 3.24.5. Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new academic year.

### **3.25 Stress and Wellbeing**

- 3.25.1. The Governors and the Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:
  - a) An environment in which there is good communication, support, trust and mutual respect.
  - b) The provision of training to enable them to carry out their jobs competently.
  - c) Control to plan their work and seek advice as required.
  - d) Involvement in any significant changes.
  - e) Clearly defined roles and responsibilities.
  - f) Consideration of domestic or personal difficulties.
  - g) Individual support, mentoring and referral to outside agencies where appropriate.
- 3.25.2. All employees must ensure that they read and understand the Wellbeing policy.

### **3.26 Visitors**

- 3.26.1. All visitors must sign in and out at the reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times whilst on the premises.
- 3.26.2. Visitors will be made aware of the emergency procedures and other safety information relevant to them. Visitors will be made aware of the emergency procedures and other safety information as is applicable.

- 3.26.3. Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs.

### **3.27 Working at Height**

- 3.27.1. The Senior Site Manager is responsible for the purchase and maintenance of all ladders on the premises.
- 3.27.2. All ladders conform to BS/EN 131 standard.
- 3.27.3. The Senior Site Manager is also responsible for completing risk assessments for all working at height tasks on the premises.
- 3.27.4. staff are reminded that `working at height` applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.
- 3.27.5. When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.
- 3.27.6. Do not work at height when you are alone. If you are planning to use a step ladder, ask the Senior Site Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.
- 3.27.7. Your knees should be no higher than the top platform of the ladder.
- 3.27.8. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

### **3.28 Control of Infections**

- 3.28.1. The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.
- 3.28.2. Staff are responsible for complying with the Control of Infections Policy.
- More details can be found [Appendix 4](#)

### **3.29 Harassment, Violence and Aggression**

- 3.29.1. Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the school community, and all visitors can be confident that they are operating within a safe environment;
- 3.29.2. Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff;
- 3.29.3. Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed;
- 3.29.4. Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault;
- 3.29.5. Individual student risk assessments or Care Plans will be completed when necessary;
- 3.29.6. Regular reviews to monitor the effectiveness of the control measures are completed;
- 3.29.7. The design of the school premises will take into consideration the risks of violence, aggression and harassment;
- 3.29.8. Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities;
- 3.29.9. Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure;

- 3.29.10. If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.
- 3.29.11. To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

### **3.30 New and Expectant Mothers**

- 3.30.1. Staff that is a new or expectant mother should notify their line manager as soon as practicable.
- 3.30.2. The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.
- 3.30.3. The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.
- 3.30.4. The school should consider these risks when completing the risk assessment:
  - a) Working with hazardous substances
  - b) Stressful environments
  - c) Movement around the site (including stairs and distances between classrooms etc.)
  - d) Doing duties that involve physical effort which might be too arduous;
  - e) Standing for long periods
  - f) Inherent risks in certain departments, e.g. PE, Science
  - g) Manual Handling
  - h) Working in a confined working space
  - i) Using an unsuitable workstation
  - j) Infectious diseases
  - k) The provision of appropriate sanitary and rest facilities.

### **3.31 Supervision of students**

- 3.31.1. Staff will actively promote sensible, safe behaviour to students;
- 3.31.2. Dangerous or risky behaviour displayed by students will be addressed and dealt with in the school rules;
- 3.31.3. Appropriate supervision of cloakrooms and toilet access will be in place at busy times;

### **3.32 Water hygiene management (control of Legionnaire' disease)**

- 3.32.1. The Headteacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the Senior Site Manager specialist external contractors
- 3.32.2. The school will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

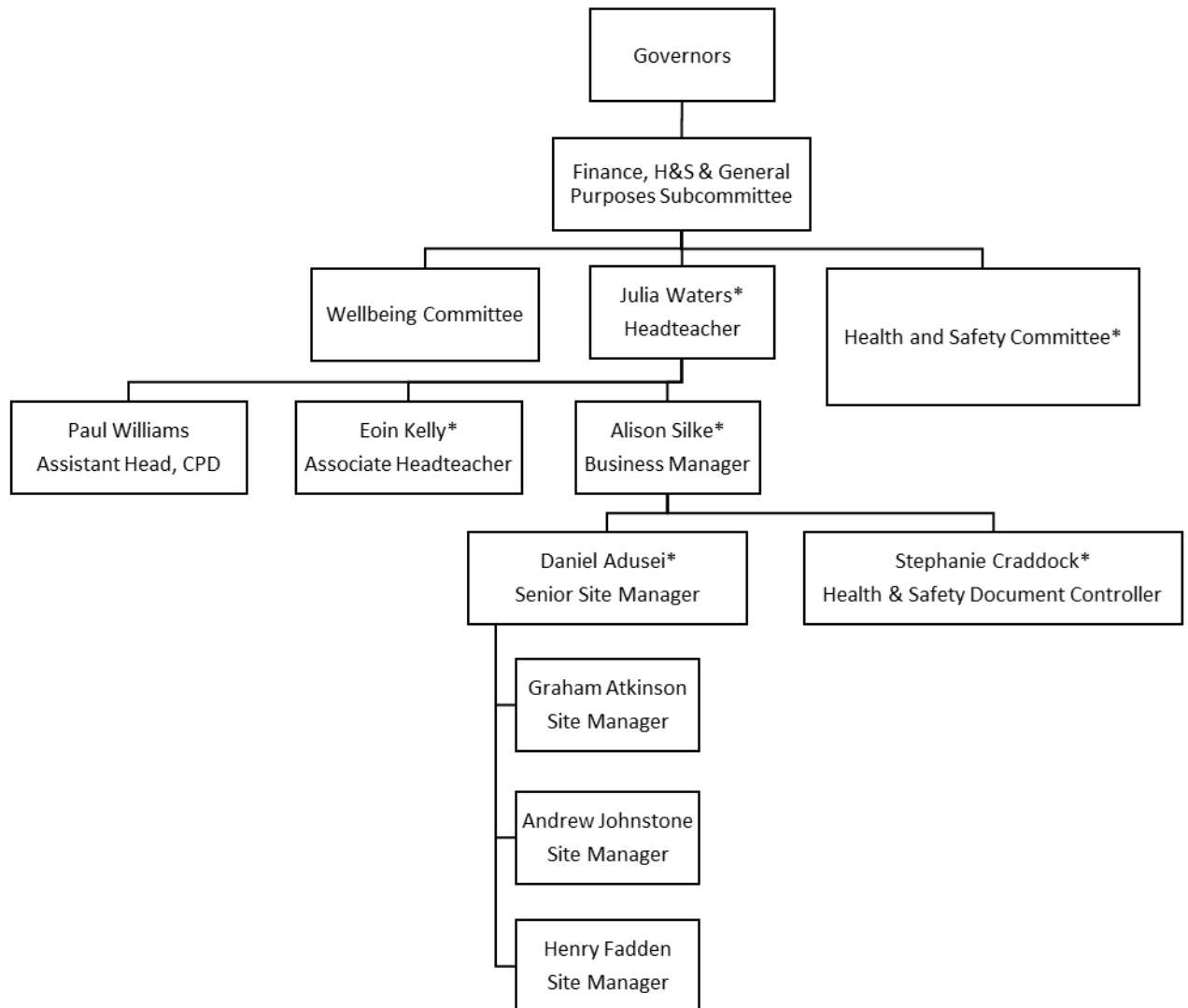
- 3.32.3. Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective;
- 3.32.4. The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

## 4. Conclusions

- 4.1. This Health and Safety policy reflects the school's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.
- 4.2. This Policy is supported by other associated policies that explain how the school manages specific issues:
  - a) Educational Visits Policy
  - b) First Aid and Administration of Medicines Policy
  - c) Managing Contractors Policy
  - d) Fire Safety Management Policy
  - e) Control of Infections Policy
  - f) Asbestos Management Policy
  - g) Managing Wellbeing Policy
  - h) Curriculum Policies

## Appendix 1 Organisational Chart

### Health and Safety Management Structure



## Appendix 2 – Asbestos

Any asbestos material retained in any of the UHS premises is sealed and clearly identified on all plans in accordance with the Asbestos at Work Regulations. All Contractors or other personnel who may need access to the area will be informed of the presence of Asbestos and a safe system of work will be agreed.

UHS has identified the presence of various asbestos containing materials throughout some of the buildings occupied by the school. For a complete listing of any asbestos containing or suspect asbestos material known to be present, refer to the most recent version of the asbestos survey report / asbestos register.

The asbestos register and asbestos management plan are held by the Site Manager. Any suspect material should be reported to the Senior Site Manager who is the Authorised Officer for inspection and testing if necessary.

The Health and Safety at Work Act, the Management of Health and Safety At Work Regulations, the Construction (Design And Management) Regulations and the Control Of Asbestos Regulations and associated approved codes of practice apply to all construction works, maintenance and refurbishment, that may disturb asbestos or suspect asbestos-containing materials in the workplace. Such regulations and guidelines state that any disturbance of asbestos-containing materials may only be performed by workers or by an outside contractor who have first received the required training in asbestos related precautions.

It is School Policy to employ an HSE Licensed Contractor to handle all asbestos removals including non-licensed materials. A risk assessment may be necessary and should be based on the following points: Accessibility, location, condition, and type.

There are three main types of Asbestos:

Crocidolite (Blue)

Amosite (Brown)

Chrysotile (White)

All pose a risk to health, such as Asbestosis. Blue Crocidolite asbestos is regarded as the main threat to health, white Chrysotile asbestos to be the least harmful. Risk is related to the condition of the material and damage can be caused to the lungs by fibres of the material, which can be released into the air when the fabric is damaged or abraded.

All asbestos present on site needs to be monitored to ensure that it remains undamaged either by pupils or contractors. We maintain a schedule of locations of asbestos discovered. Anyone finding a suspect material present on site should report the location to the Site Manager who can arrange for it to be inspected and tested.

In the event fibres being released into the air the situation will be monitored by optical microscopy to ensure that levels of 0.01 fibres per mil litre of air are not exceeded. If so, removal will be arranged in controlled conditions. The Site Manager is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register.

**N.B. For more information please refer to the Asbestos Management policy.**



### **Appendix 3 Hazardous Materials**

The following are areas where substances, which are hazardous to health, will require precautions to ensure safe disposal.

#### **Broken Glass.**

Do not use existing waste bins even if these are lined with polythene. Contact the Site Team.

#### **Unwanted Chemicals.**

Do not place in any school bin. Technicians should maintain a complete list of any chemicals, which may need a special collection. When required, advise the Site Team who will make the necessary arrangements for collection by the London Waste Regulation Authority, telephone number - 020 7587 3000.

#### **Spillage of Body Fluids (particularly blood).**

Body Fluids must be removed by the use of appropriate cleaning solution. All staff undertaking this work should also wear disposable aprons and rubber gloves.

#### **Radio-Active Substances.**

Seek advice through the Laboratory Technicians and Radiation Protection Supervisor (RPS).

#### **Disposing of Hypodermic Syringes (Sharps)**

Sharps containers conforming to British Standard 7320, of sufficient size to accept a whole syringe (not just the needle), together with a supply of disposable protective gloves and yellow plastic bags are available and must be used where appropriate.

Do not touch Sharps without the protection of disposable gloves. If possible, isolate them immediately and ensure that no one else comes into contact with them, until the special container, gloves and yellow bag are available for use.

Do not try to cover the needle with its cap, even if it is available - as this can lead to injury. Syringes and needles found intact should be discarded as a single unit.

Do not overfill the 'Sharps' container - 3/4 full is appropriate.

Place the 'Sharps' container with the disposable gloves in the yellow bag and keep in a secure place while awaiting disposal collection.

For disposal, arrangements can be made for a collection service by telephoning Essential Suppliers on 0208 543 7717 requesting a Sharps collection.

If you receive an injury from handling 'Sharps' you should do the following:

- Let the wound bleed by squeezing gently.
- Never suck the wound.
- Wash thoroughly with soap and running water.
- Cover any wounds or scratches with a waterproof plaster.

Report to your own GP or nearest Accident and Emergency Department immediately.

**All 'Sharps' injuries should be reported to the H&S Officer. Serious cases may be investigated and further reported.**

## **Appendix 4 Infection Control**

In any situation where there are many people gathering there is a greater likelihood of exposure to infectious diseases. In schools there may be an increased risk due to the number of occasions when there is exposure to vomit, urine, and excreta. The possibility of outbreaks of disease can be minimised by the application of sensible precautions.

### **General Hygiene**

It is important that pupils understand the need for high standards of personal hygiene. This means encouraging children to wash and dry their hands.

Staff should ensure that cuts and broken skin are covered with a suitable waterproof dressing.

Nominated and trained First Aiders will already be aware of the precautions needed to provide protection against blood borne infections. In administering First Aid they should consider the need to:

Wash their hands before and after giving First Aid.

Wear disposable gloves.

Remove any splashes of blood from another person with copious amounts of water or soap and water. Sanitary towels should be disposed of in receptacles designated for that purpose and pupils to be encouraged to use these facilities.

### **Disposal of Body Fluids**

Spillage of blood, vomit or faeces should be cleaned up as quickly as possible using neutralising powder and area cleaned with disinfectant. The use of commercial bleach should be cautious since its storage and use presents additional hazards. Where spillages do occur, temporary barriers should be placed in order to reduce further spread and to minimise the risk of slipping. It must be remembered that at this stage, the waste materials are not free from the possibility of infection and should be treated as "clinical waste". The person clearing up the material must wear disposable apron and gloves and wash their hands thoroughly afterwards.

## **HAND HYGIENE IS THE SINGLE MOST IMPORTANT MEANS OF PREVENTING CROSS INFECTION**

**N.B. For more information please refer to Control of Infections policy.**

## Appendix 5 Mandatory Arrangements

### Table of Mandatory Arrangements - To be reviewed annually

Subject	Person Responsible Name & Job Title	Location	Date of Issue
Accident Reporting & Investigation	Julia Waters / Alison Silke	Student Services	Jan-21
Asbestos Management	Daniel Adusei/ Alison Silke	Site premises	Jan-21
Consultation Employees H&S Matters	Claudine Hughes/Alison Silke	HR Office	Jan-21
Control of Hazardous Substances	Owen Nichols/Daniel Adusei	Sceince office & Premises Site	Jan-21
Critical Incident Management	Julia Waters / Alison Silke	All SLT	Jan-21
Educational Visits/School Trips	Eoin Kelly	Associate Head office	Jan-21
Facilities / Building Management	Daniel Adusei	Site premises	Jan-21
Fire Safety & Emergency Arrangements & Evacuation	Julia Waters / Alison Silke / Daneil Adusei	Site premises	Jan-21
First Aid Support & Medical Needs	Bernadette Young/ Lorena Soto	Student Services	Jan-21
Health & Safety Training	Alison Silke / Stephanie Craddock	Finance Office	Jan-21
Lettings	Daniel Adusei	Letting Policy - Finance office	Jan-21
Lone Working	Julia Waters	Headteacher Office	Jan-21
Maintenance & Servicing	Daniel Adusei	Site premises	Jan-21
Managing Work Related Stress	Julia Waters / Claudine Hughes	HR Office	Jan-21
Manual Handling	Danuel Adusei / Alison Silke	Site premises	Jan-21
Occupational Health Services	Julia Waters	Headteacher Office	Jan-21
On Site Vehicle Movements	Daniel Adusei	Site premises	Jan-21
Personal Protective Equipment	Daniel Adusei / Alison Silke	Site premises	Jan-21
Risk Assessment (generic & activity)	Alison Silke / Stephanie Craddock	Site premises	Jan-21
Safety in School Science	Owen Nichols	Science Department	Jan-21
School / Workplace Safety Inspections	Alison Silke / Daniel Adusei	Site premises	Jan-21
School Security	Julia Waters/ Alison Silke/ Daniel Adusei	Site premises	Jan-21
Selecting & Managing Contracts	Julia Waters/ Alison Silke/ Daniel Adusei	Site/ Finance offices	Jan-21
Slips, Trips and Falls	Alison Silke / Daniel Adusei	Site premises	Jan-21
Statutory Inspection & Testing	Daniel Adusei	Site premises	Jan-21
Violence & Aggression to Staff	Julia Waters	Headteacher Office	Jan-21

## Appendix 6 First Aiders

**N.B for more information please see First Aid and Administration of Medicines policy**

<b>Name</b>	<b>First Aid at Work (3 days)</b>	<b>Emergency First Aid at Work</b>
Sylvia Brown	exp. 09/2022	exp. 09/2021
Nadia Hasan		exp. 09/2021
Claudine Hughes	exp. 09/2022	
Michel Kendja	exp. 09/2022	exp. 09/2021
Aga Lygonska	exp. 09/2022	
Alana Murphy	exp. 09/2022	
Emma Smedley	exp. 09/2022	
Jenny Ridge		
Lorena Soto	exp. 10/2023	

## 7 Further Information

### Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The Health and Safety lead in the school will keep under review to ensure links are current.

- HSE  
<https://www.hse.gov.uk/>
- HSE - Sensible health and safety management in schools  
<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>
- Department for Education - Health and safety: responsibilities and duties for schools  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- National Education Union (NEU) – Health and Safety Advice  
<https://neu.org.uk/health-and-safety-advice>

### Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges  
<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf>