



The Fountain School

Policy Documentation

Policy: Health and Safety

Responsibility for Review: Proprietor/Health and Safety officer
Date of Last Review: December 2023

HEALTH AND SAFETY POLICY

1. CONTEXT

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in workplaces. The Proprietor as the employer will ensure compliance with all current and future Health and Safety legislation appertaining to educational establishments. The School also recognises responsibilities under the following regulations:

- COSHH 1999
- Management of Health and Safety at Work 1999
- Special Waste 1996
- Fire Precautions (workplace) 1997 amended 1999
- Environmental Protection Act 1990

This policy is designed to ensure that the Proprietor through its delegated powers promotes, establishes and consolidates such measures as are reasonably practicable to foster the safety, health and welfare at work of all employees and all other users of these premises. It is based on the Health and Safety at Work etc. Act and EC Directives.

2. RESPONSIBILITIES

- a. The Proprietor of the establishment has direct responsibility for the health, safety and welfare of staff and for ensuring so far as is reasonably practicable that:
 - The right of an employee to be protected whilst at work is recognised
 - The policies of the County Council are implemented within the establishment
 - The establishment produces, documents and implements its own Health and Safety Policy including appropriate procedures
 - Policies for fire safety and First Aid are formulated and implemented
 - Correct attitudes towards health and safety are promoted among employees and others associated with the establishment
 - Adequate resources are devoted to the implementation of health and safety regulations, policies and codes of practice
- b. The Head teacher is directly responsible for the day to day management of all health, safety and welfare matters in accordance with this policy and for ensuring, as far as is reasonably practicable that:
 - The right of an employee to be protected whilst at work is recognised
 - Safe systems of work are established and operated
 - All employees are aware of the Health and Safety policies of the School and of their responsibilities within these policies
 - Statutory and departmental guidance and Codes of Practice are followed
 - Employees are provided with adequate information, training and supervision
 - Care is exercised in respect of the property
 - Accident and incident reporting procedures are followed
 - All accidents and serious incidents are investigated

- The necessary information facilities are provided for Health and Safety Representatives
- The Proprietor receives regular health and safety reports.
- All reasonable precautions are taken to ensure the health and safety of all non-employees using the establishment's premises. Where users of the premises do not readily understand English any information provided to secure their safety must be given in an understandable form

The operation of these responsibilities may be delegated to appropriate trained personnel within the school. Additionally it is the responsibility of those with supervisory functions to take adequate steps to ensure that all those under their supervision are instructed in safe and healthy work practices and that all applicable legislation, codes of practice and other safety requirements are known and complied with.

c. Health and Safety Personnel is entitled to:

- Investigate the causes of accidents, serious incidents and any potential hazards
- Investigate any employees complaint about health, safety or welfare at work
- Take up with the employer any matters arising from investigations
- Make representations to the employer about health, safety and welfare in general at work
- Carry out inspections
- Represent the employees in workplace consultation
- Receive information from inspectors
- Attend safety committees

Regulations state that safety representatives may take such time off with pay during working hours as is necessary to carry out these functions and to receive such training as may be reasonable in the circumstances.

d. Where staff have curriculum responsibilities and those representing support, staff or those who have buildings responsibilities, they will

- Draw up procedures for a designated area to be reviewed annually
- Arrange for staff to receive information
- Arrange for training of staff
- Check regularly that procedures are being followed
- Action Health and Safety reports within an agreed time-frame

This will be guided by the Health and Safety personnel

e. All other staff have, a responsibility to:

- Check that areas are safe before commencing activity
- Check equipment is safe to use
- Ensure safe procedures are followed
- Use protective equipment as required

- Report defects to the Health and Safety officer.
 - Encourage pupils and visitors to understand and comply with Health and Safety requirements as appropriate
- f. Students and visitors should be made aware of their responsibilities. It is expected that each person will behave at all times in a manner which shows regard for the health, safety and welfare of themselves and others.

It is the duty of all people within this institution to raise students' awareness of Health and Safety matters as they affect themselves and others.

3. RISK ASSESSMENT

The Proprietor is responsible for co-ordinating risk assessments in order to comply with current and future legislation.

Risk assessment is an on-going procedure requiring regular review and, where necessary, revision. Unless a different period of review is specified, risk assessments should be reviewed annually. Risk assessments should also be reviewed whenever new substances, equipment or people are introduced into the establishment or when procedures and premises are altered. Revisions may also be necessary where monitoring procedures indicate that control measures are not working properly.

All members of staff are responsible for ensuring that consideration is given to the identification of all foreseeable risks which might occur from carrying out all activities. Having identified all reasonably foreseeable risks they must ensure that the effects of such risks are eliminated or controlled.

The school has identified the following curriculum areas where risk assessment is particularly important:

- Physical Education
- Science
- Art
- ICT

In each of these areas the responsible teachers are authorised to seek specialist advice with the approval of the Head teacher

4. VISITORS AND USERS OF THE ESTABLISHMENT

The Proprietor acknowledges his duty of care to all visitors and users of this establishment and will make every reasonable effort to ensure that visitors are aware of procedures laid out in this policy.

All visitors are asked to report to Reception where they are asked to sign in and out. After having signed in the visitor will be escorted by one available staff to the required location and then escorted back.

5. ARRANGEMENTS FOR THE SUPERVISION OF STUDENTS

a. Beginning and end of school day

All teaching staff on site have a responsibility in common law for the welfare of authorised students while on site

Senior staff are available at the beginning and the end of the day. Any teacher may be required to perform supervisory duties at the beginning or end of any school session.

b. Breaks and lunch times

The Proprietor has agreed that a sufficient number of persons will be on duty during all breaks and lunchtimes. The rota is maintained by the Head teacher.

A senior member of staff is on call each lunchtime on a rota basis.

c. Out of normal school time

Teaching staff have a common law responsibility for the welfare of students on site with their permission out of school hours. Students should not be left unattended on site.

The Head teacher is delegated by the Proprietor to ensure that all staff engaged in supervisory duties are provided with a basic understanding of the school's agreed policy on pupil behaviour, how to report incidents, and how to obtain first aid assistance.

d. Pupils Taking Medicines

The Proprietor requests the Head teacher to comply with the guidance detailed in the School Policy – First Aid Policy.

6. LABORATORIES AND PRACTICAL AREAS

The Proprietor acknowledges and agree to comply with guidance circulated by relevant bodies regarding safe practice in specialist areas. This includes guidance regarding the necessity for PRIOR training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment. The school has the CLEAPSS Laboratory handbook which must be followed.

7. PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

The regulations require employers to provide and maintain safe equipment, plant and systems of work. PUWER 98 applies to all work equipment including any that is leased, hired or second hand. PUWER 98 applies to all activities involving work equipment including:

- Starting and stopping

- Regular use
- Transport
- Repair and modification
- Servicing and cleaning

The Head is responsible for ensuring:

Inspection

- Equipment to be suitable for its intended purpose and to be used only in conditions where it is suitable
- Equipment to be maintained in an efficient state, with maintenance records where appropriate
- Where safety depends on the installation conditions, equipment to be inspected before first use and after any relocation to ensure that it is safe to use: suitable records of such inspection to be maintained
- Any work equipment that may be subject to deterioration to be subject to regular checks at suitable intervals, and records of such inspection to be maintained
- Work equipment that poses a particular risk to be used, repaired and maintained only by suitably trained personnel
- Every piece of work equipment provided after 31.12.92 to meet the requirements of any specific relevant legislation (details of which are given in schedule 1 to the Regulation), for example the Supply of Machinery (Safety) Regulations 1992 (regulation 10).

Information and Training

- All those who use, supervise or manage work equipment to have suitable information and instruction for the purposes of health and safety, including written instructions where appropriate
- All those who use, supervise or manage work equipment to have received appropriate training for the purposes of health and safety

Controls

- Access to any dangerous parts of machinery to be prevented or controlled by an appropriate method (regulation 11)
- Exposure to risks to health and safety of users to be prevented wherever reasonably practicable, and otherwise adequately controlled (regulation 12)
- Injury to be prevented from any work equipment or components, or any substance in use, having a very high or low temperature (regulation 13)
- Suitable controls to be provided for starting and controlling work equipment (regulation 14)
- Suitable stopping devices to be fitted to work equipment to bring the equipment to a safe condition in a safe manner, as appropriate (regulation 15)
- Suitable emergency stopping devices to be fitted to work equipment (regulation 16)

- Controls for work equipment to be clearly visible and easily identified
- Control systems for work equipment to be safe, and realistic in relation to the work being carried out (regulation 18)
- Work equipment to be isolated from all its sources of energy, where appropriate (regulation 19)
- Work equipment to be stabilised where necessary (regulation 20)
- Work equipment to be constructed or adapted such that maintenance work can be carried out without risks to health and safety (regulation 22)

Marking of equipment

- Suitable and sufficient lighting to be provided for the use of work equipment (regulation 21)
- Where necessary, work equipment to be clearly marked with any marking appropriate for reasons of health and safety (regulation 23)
- Work equipment to incorporate warnings or warning devices as appropriate (regulation 24)

Individual Staff are responsible for

- Following guidance and instructions regarding use of equipment and safe systems of work
- Reporting to the Head teacher any defect or matter of concern

Members of staff must consider Health and Safety aspects when purchasing equipment

The following areas are identified by OFSTED in the Handbook for the Inspection of Schools as potentially requiring additional attention within the inspection of establishments:

- Science
- Physical Education

The Proprietor has delegated responsibility to monitor these curriculum areas and to provide specific reports on these issues to the relevant staff member.

Portable Appliance Testing

A routine visual inspection of plugs and cables and for loose connections and faults should be carried out by all users as a matter of course. Portable electrical equipment should not be used unless it has a valid test certificate sticker.

Equipment without a valid certificate sticker or whose safety test period has expired must not be used or should be removed to a place of safety away from other potential users. The matter should then be reported to the Principal.

8. OFFSITE ACTIVITIES

The Head teacher is responsible for co-ordinating Health and Safety matters relating to offsite activities.

The Principal delegates to the Head teacher responsibility for approval to any visits outside the school.

Detailed arrangements are set out in the Off Site Activities Policy.

9. FIRST AID

The Head teacher acknowledges her responsibility for implementing the requirements of the First Aid Regulations and has identified the First Aiders to ensure that the school has first aid cover at all times.

Details of the school's appointed First Aiders are displayed outside Reception and the Staffroom. First aid assistance can be summoned via Reception.

The school's first aid boxes are located in Reception.

The responsibility for maintaining those boxes lies with the First Aiders. See First Aid Policy for further information.

10. EMERGENCY PROCEDURES

a. Illness

The appointed first aid person will assess the situation and take appropriate steps.

In the case of students, parents will be asked to provide an emergency contact number and to alert the school of any known health problems e.g. diabetes, asthma etc. This record will be kept in Reception.

In the event of serious illness an ambulance may be called for and/or advice taken from the Emergency service.

If a student needs to be taken to hospital, at least one member of staff will stay with them – including travelling with them to the hospital in an ambulance – until a parent / carer arrives.

Accidents

The Proprietor acknowledges his legal duty to notify the Health and Safety Executive of major accidents and occurrences as identified in the RIDDOR regulations.

All accidents resulting in any injury must be reported in the Accident Report book (available from Reception). Thereafter it will be recorded and forwarded to the School's insurers, and other relevant persons.

It must be appreciated that these reports are intended to be a complete factual record of incidents and accidents, some of which may be subject of legal processes giving rise to

claims against the School's insurers and independent validation of accident details is therefore essential.

FOR EMPLOYEES	RESPONSIBILITY
Any incident where the employee dies or suffers a major injury and is taken from the site to hospital as a result of an accident arising out of or in connection with work or any dangerous occurrences.	Proprietor
Any accident at work which causes an employee to be incapacitated from his or her normal work for more than three days.	Proprietor
An act of non-consensual physical violence done to a person at work i.e. an assault to an employee, which results in death, a major injury, or absence from work for more than 3 days.	Proprietor
FOR SOMEONE NOT AT WORK (EG STUDENT OR VISITOR)	
Where someone suffers an injury as a result of an accident and is taken from the scene to a hospital for treatment	Head teacher
Where someone dies or suffers a major injury	Proprietor

Staff should complete the standard Accident Report Book.

To enable immediate investigation by HM Inspectorate if it is felt to be necessary it is important that no change is made to the scene or any notifiable accident or dangerous occurrence other than that which is absolutely necessary to prevent further injury or danger.

Many accidents to children at school are trivial and include bruises, scratches, minor sprains and bumps and in these cases older children can be instructed to inform their parents on arriving home. Establishments should bear in mind the age and capabilities of students when considering this issue and should ensure that parents are notified by telephone or letter where appropriate.

Serious accidents, however, require immediate medical attention and an ambulance must be called, particularly if the accident includes shock or loss of consciousness, however brief.

Parents should always be notified by telephone or in writing if a child has suffered a bump on the head, however minor this may appear initially.

If pupils sustain injury where there is any risk of tetanus infection, parents should also be advised in writing so that they may seek the advice of their GP.

Any correspondence from parents, employers or solicitors intimating that a claim against the schools insurers is likely, should be referred by the Head teacher.

In addition to the above, staff are responsible for reporting dangerous or hazardous incidents not necessarily leading to accidents to the Head teacher.

The Health and Safety Officer is responsible for instigating an investigation into accidents and dangerous occurrences and, where appropriate, authorising remedial work or action after reporting to the Head teacher.

The First Aiders/Administrators are responsible for presenting a list of reported accidents to the Head teacher.

b. Fire and other Emergencies

The Proprietor requests the Head teacher to ensure that where practicable all visitors are aware of school emergency evacuation procedure and fire safety policy.

The following members of staff have responsibility to the Head teacher for Fire Procedures:

RESPONSIBILITY	MEMBER OF STAFF
Arranging Fire Drills	Head
Provision of Fire Drill Notices	Head
Checking of Fire Escape Routes	Head
Liaison with Fire Officer over premises matters	Proprietor
Visual checking of Fire Extinguishers, Fire Alarms and other Fire Fighting Equipment	Proprietor
Informing students of arrangements	Teachers

Fire Drills

Drills will take place once a term and will be organised by the Head Teacher. Further information can be found in the guidelines in the Fire safety policy.

11. ARRANGEMENTS FOR CONSULTATION ON HEALTH AND SAFETY MATTERS

The Proprietor recognises the Health and Safety Committee as the appropriate mechanism for consultation with teaching staff, non-teaching staff and where appropriate contractors.

Any person on these premises has a duty to report to the Head teacher, any item of concern relating to Health and Safety.

12.ARRANGEMENTS FOR TRAINING

New (and temporary) staff are issued with a copy of the Health and Safety policy when they take up the post. Their responsibilities are enforced and specific training provided as part of their induction programme.

Responsibility for this lies with the Head Teacher

13.ENVIRONMENTAL PROTECTION ACT

- a. As a producer of waste we have a duty of care to ensure that our waste is legally and safely dealt with.
- b. Staff should bear in mind that only 'General Waste' should be placed in bins for the collection by the cleaner. This waste includes:
 - Wood
 - Paper
 - Cardboard
 - Plastics
 - Plasterboard
 - Metal
 - Textiles
 - Empty Containers
- c. Other types of waste may require special treatment and separate documentation and staff must clear disposal arrangements with the Head in advance. Types of waste requiring special treatment are known as 'special waste'. Section II of the 1996 regulations defines controlled waste displaying of the following properties:
 - H1 Harmful
 - H2 Oxidising
 - H3 Flammable
 - H4 Irritant
 - H5 Harmful
 - H6 Toxic
 - H7 Carcinogenic
 - H8 Corrosive
 - H9 Infectious
 - H10 Teratogenic
 - H11 Mutogenic
 - H12 Substances that release toxic gas in contact with water
 - H13 Substances capable of yielding another hazardous substance
 - H14 Ecotoxic
 - Medicinal products

Further information can be obtained from the Health and Safety Officer.

- d. The Head is responsible to the Proprietor for making arrangements for the storage and transfer of General and Special Waste. The responsibility includes:
- Storing waste safely and securely
 - Checking person taking waste away is legally authorised to do so
 - Handing over a written description of the waste, completing and signing a transfer note
 - Maintaining a record of waste transfers
- e. The Head wishes to promote the recycling of waste where appropriate and staff are asked to make use of facilities which are provided.

14. HAZARDS AND HAZARDOUS SUBSTANCES

- a. When any substance is used for the first time it is expected that the appropriate Hazard/COSHH note will be consulted. The COSHH regulations require a risk assessment be carried out for the use of all hazardous substances and products. Responsibility for this lies with the Curriculum Leader. Attention should be paid to all products with a hazard warning pictogram.
- b. Before a new practical technique is undertaken it is expected that the Head teacher will be consulted. She will make reference to whatever written advice is available.
- c. Protective clothing and goggles are supplied by the school and should be worn when appropriate.
- d. Information on hazardous substances/practices/techniques is available as follows:
- Hazcards for Science are kept in the Science Lab.
 - Manufacturers' guidance COSHH notes on cleaning materials are kept by the Site Manager
 - DFE Safety Series booklets are generally available in appropriate departments
 - Health and Safety Circulars and Administrative Memos are kept with the Health and Safety Officer.

15. HOUSEKEEPING AND PREMISES

- a. Cleanliness, waste disposal, safe stacking and storage, marking and keeping clear gangways, exits etc, checking equipment like ladders, special access to particular places are all the responsibility of the Head.
- b. The storage and safe stacking of materials in classroom areas is the responsibility of all members of the department.
- c. The disposal of hazardous chemical and biological waste is the responsibility of the appropriate Staff along with the Head.

- d. The School aims to provide an adequate provision of toilets for staff and students and seeks to maintain them in a good condition.

16. ENVIRONMENT

Defects in heating, lighting, ventilation etc should be reported to the Proprietor via the Head.

17. MANUAL HANDLING

a. Responsibilities

The Proprietor delegates to the Head teacher responsibility for ensuring that, where reasonably practicable, the need for hazardous manual handling is avoided. Staff have responsibility to the Head teacher for assessing and reducing the risk of injury from any manual handling that cannot be avoided.

Individual employees have a responsibility to:

- Follow appropriate systems of work for their safety
- Make proper use of equipment provided for their safety
- Consider good practice before lifting and handling
- Seek assistance from Premises staff when appropriate
- Use mechanical aids when appropriate

b. Working Arrangements/Good Practice

Look before you lift

Assess the weight. If it looks too heavy – don't lift it without help. Bracing yourself to lift what appears to be a heavy object but is in fact a light one can cause injury. Inspect for staples, screws, wires etc. which can tear your hands. Do you need gloves? Is the item dirty or greasy? Safe lifting means keeping the load close to your body. Trying to keep your clothes clean can result in incorrect lifting methods and injury. Do you need protective clothing? Is the load too high to reach from the ground? Is the package liable to break open?

Think before carrying

- Is the route clear and free from obstacles?
- Are there any doors to be opened?
- Is the floor dry
- Is the floor even?
- Are there trailing leads or other obstacles?
- Are there stairs to negotiate?
- Would using a trolley help?
- Should movement be timed to avoid student movement between lessons?
- Is your footwear suitable?

- Is the intended destination ready for receipt of the item?

What is a safe weight to lift and carry?

A safe weight, in that which you can lift with ease and comfort. It depends solely on the person – their age, build and fitness. If you are not sure, do not lift it.