



RED HOUSE
SCHOOL

HEALTH AND SAFETY POLICY

GENERAL STATEMENT OF HEALTH & SAFETY

As Governors of Red House School, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach a high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors of Red House School by appointing a Governor with responsibility for overseeing health & safety as part of his/her general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day to day responsibility for the operation of health & safety at the school is vested with the Headmaster. However as Governors, we have specified that the school should adopt the following framework for managing health & safety:

- the Governor overseeing health & safety attends the termly meetings of the school's health & safety committee and receives copies of all relevant paperwork.
- a report on health & safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each term's School Council meeting.
- the minutes of the Committee's discussion on health & safety are a standing agenda item once a term at a full meeting of the Governing Board, together with any other issues on health & safety that the Committee Chairman wishes to bring to the Board's attention.
- the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- these reports (as per point above) are considered by the Health & Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- the school's adherence to health & safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the EHO. In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning, and the Head of Finance & Compliance (Head of F&C) organises regular pest control services and reports on all these aspects to the Health & Safety Committee.
- the school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Health & Safety Committee should review this risk assessment every time it is amended and submit a report to School Council.
- the school has a professional risk assessment for legionella every 3 years, a quarterly clean and disinfectant of showerheads and hoses, six monthly tank inspections and an annual review of the risk assessment.
- the school has a comprehensive policy in place for the training and induction of new staff in health & safety related issues, which should include basic Manual Handling, Fire and Working at Height training. Health & safety training that is related to an individual member of staff's functions, such as Science Technician, will be provided in addition to the "standard" induction training. First Aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits, and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Headmaster, the Head of F&C and other members of the SMT in order to enable the Governors to comply with health & safety duties. Finally, all members of staff are responsible for reporting any risks or issues to the Head of F&C.

All employees are briefed on where copies of this statement can be obtained in the Policies & Procedures document. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in Part 2 of this document.

POLICY

This policy relates to all sections and activities of the school e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs. This policy has regard to the DfE Guidance '*Health & Safety: Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies*'

MANAGEMENT ACCOUNTABILITY FOR HEALTH & SAFETY

The responsibility for Health & Safety extends through the whole school, with specific responsibilities apportioned as below.

Governors are responsible for ensuring that an appropriate Health & Safety Policy is in place in the school and that arrangements are made for its effective implementation. School Council appoint specific Governor(s) to have particular responsibility for H&S.

The Headmaster has ultimate responsibility for the implementation and management of this Policy and will support the Head of F&C in this respect.

The Head of F&C is responsible for the effective implementation of this Policy and for the management of health & safety matters and, with the support of the Maintenance supervisor and Caretaker, the provision of a safe working environment in the school including ensuring that all plant, equipment and vehicles are properly maintained and safe to use.

Every Head of Department, Key Stage Co-ordinator and the Head of the Junior School is responsible for ensuring the Health & Safety of staff, pupils and others (especially visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs).

All staff have a statutory duty as employees to take reasonable care for the health & safety of themselves and other persons who may be affected by their acts or omissions, to co-operate with the School as employer, so far as necessary, to enable the school to meet statutory requirements and not to interfere intentionally or recklessly with, or misuse, anything provided in the interest of health & safety or welfare. In addition they should ensure that all accidents, fires and incidents are promptly reported and, where appropriate, investigated and action taken to prevent recurrence.

Some duties are delegated by the Headmaster to other members of staff. The areas where his duties have been delegated are:

Vehicles

- car parking on site and vehicles on site - Head of F&C.
- school bus arrangements (including notifying parents of delays) - Head of Admissions.
- ensuring the school minibus and other vehicles are properly maintained and roadworthy - Head of F&C.

Accidents

- maintaining an accident book and keeping statistics of accidents and preparing summary reports for the Health & Safety Committee – School Secretaries
- reporting notifiable accidents to the HSE –
- escorting pupils to hospital (and informing their parents) - School Secretaries/teaching staff
- checking that all first aid boxes and eye washes are kept replenished - the School Secretaries

Fire Prevention

- keeping fire routes and exits clear- Head of F&C, who in turn has delegated day to day management to the caretakers
- electrical safety testing. All the buildings at Red House School have hard wire testing certificates - Head of F&C
- regular portable appliance testing - Head of F&C.
- regular Local Exhaust Ventilation (LEV) system testing – Head of F&C
- testing all fire alarms weekly (and recording all tests) – Fire Officers.
- arranging a programme of service of alarms, smoke detectors, emergency lights and fire extinguishers - Head of F&C.
- lightning protection is in place for all buildings – Head of F&C.
- all gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers – Head of F&C
- landlord's gas safety certificates are held for all school domestic accommodation – Head of F&C.
- ensuring that flammable rubbish and combustible materials are stored away from buildings - caretakers
- termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building help to ensure that the school can be safely evacuated in the event of a fire – Fire Officers
- switching off all kitchen equipment at the end of service - the Catering Manager
- checking that all Scientific and DT equipment is switched off at the end of the school day - Heads of Science and DT

- setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends - Network Manager.
- securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers - Heads of Science, Art and DT, caretakers.

Risk Assessments

The School has a Risk Assessment Policy and training on risk assessments is carried out annually. A list of annually reviewed risk assessments and those responsible for ensuring these are up to date. **(now a separate policy)**

A list is included at Appendix C. In addition, the following personnel are responsible for ensuring that up to date risk assessments are maintained for:

- legionella - Head of F&C
- catering and cleaning functions, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) - Catering Manager/Cleaning Supervisor
- reprographics machines and copiers - Headmaster's PA.

Ensuring that up to date risk assessments are maintained for teaching in the following areas:

- Science (including COSHH and flammable materials) - Head of Science
- All outdoor games - Head of PE
- All indoor games including gymnastics, dance, karate, aerobics, circuits, kettlebells, pilates etc – Head of PE
- Swimming - Head of PE
- Athletics- Head of PE
- Duke of Edinburgh Award - Duke of Edinburgh Coordinator
- Drama - Head of Music
- Art (including COSHH and flammable materials) - Head of Art
- Music - Head of Music
- Design Technology (including COSHH and flammable materials) - Head of DT
- All outdoor lessons – Head of Teaching & Learning
- All visits and trips -Educational Visits Officer (EVO)
- Junior School – Head of the Junior School

Pupils and Parents

Pupils

Pupils are expected to:

- observe all safety rules of the School as conveyed by members of staff
- exercise personal responsibility for the safety of themselves and others
- observe the instructions given by teaching staff in an emergency
- use, and not wilfully misuse or interfere with, equipment provided for their safety
- observe standards of dress consistent with safety and hygiene
- avoid the following areas and activities, which are out of bounds to all pupils unless supervised by a member of staff
 - i all areas associated with redevelopment
 - ii laboratories and workshops
 - iii trim trails
 - iv climbing trees.

Parents

Parents are expected:

- to support the contents of the School's Health & Safety Policy as communicated to them by the School
- to make the School aware of any medical problems affecting their child which might affect the health or safety of other pupils or members of staff
- not to send their child to school or on a school trip if he or she is known to be suffering from a contagious disease
- to drive onto the school grounds with the utmost caution and observe such restrictions as may be imposed by the School.

Hirers, Contractors and Other Visitors

The School has a statutory duty to ensure, so far as reasonably practicable, the Health & safety of its employees and that its activities do not endanger others who may visit or work on its premises. The Headmaster, his representative or the principal person in charge of the activity will seek to ensure that hirers, contractors, and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises are used for purposes not under the direction of the Headmaster then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer, and will comply with the requirements of this section.

General Conditions for Hirers, Contractors and Other Visitors

It will be a condition for all hirers, contractors and others using the school premises or facilities that they:

- become familiar with and comply with this policy
- comply with all safety signs and follow all safety rules, practices and procedures, including the fire evacuation procedure, as outlined by their host, the Head of F&C or other members of school staff
- comply with the relevant signing in and signing out procedures set out below
- comply with the road safety rules of the Highway Code whilst on the school site
- report any injuries, accidents or near misses to the Head of F&C or host and submit a completed Accident Report Form for the attention of the Health & Safety Adviser within 24 hours
- conduct themselves in a professional manner
- produce risk assessments associated with work being undertaken.

Furthermore all hirers, contractors and others using the school premises or facilities must not do the following, which are prohibited:

- introduce equipment for use on the school premises, without the prior approval of the member of staff in charge of each item of equipment
- introduce hot or hazardous materials or substances onto school premises, without the prior approval of the Head of F&C for each material or substance
- carry out work on site over 2 metres above ground level, without the prior permission of the Head of F&C, who will ensure that the hirer or contractor is qualified to carry out such work
- alter fixed installations, without the prior approval of the Head of F&C for each such installation
- remove fire and safety notices or equipment
- use fire extinguishers unless adequately trained to do so
- enter the school site if unfit through alcohol or drugs
- smoke within the school grounds or buildings
- take any action that may create hazards for persons using the premises or the staff or pupils of the School. Section 8 of the Health & Safety at Work, etc Act 1974 states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Contractors

The term "contractor" in the context of this section in the Health & Safety Policy has a wide definition. In basic terms, it defines any person or company who enters into an agreement (written or oral) with the School to carry out a service, including builders, window cleaners, organisers of activities etc.

Only competent and appropriately qualified contractors must be engaged and each must have in place appropriate arrangements for the management of health & safety.

In order to demonstrate that the School has taken reasonable steps to ensure the safety of persons on the premises, the Hirers, Contractors and Other Visitors, the appropriate Section of this Health & Safety Policy must be brought to the attention of any contractor. It will be a condition of the contract that contractors comply with this policy and that they and any of their employees shall abide by its requirements at all times.

The following reporting procedures shall be followed by contractors' employees:

- contractors' employees must report to Reception on the first day of the contract;
- they must complete the Visitors' Book stating:
 - i their name
 - ii their company
 - iii their contact within the School
 - iv vehicle registration number
 - v date and time of arrival and signature
- they must be then issued with a "Visitor" identification badge
- the Head of F&C (or their representative) will conduct them to their place of work
- the Head of F&C (or their representative) will ensure that they are aware of the fire procedure and other relevant school safety procedures
- the contractor must notify the Head of F&C daily of any equipment or hot or hazardous materials or substances to be brought into the School on that day, having previously sought and received the Head of F&C's permission as required above
- on completion of the first day's work, the contractor will inform the Head of F&C (or their representative) and sign out at Reception
- on each subsequent day of the contract, they will sign in and out at Reception on arrival and departure
- contractors working within the school when children are present, who do not possess an enhanced Disclosure and Barring Service (DBS) disclosure, must at all times be supervised by a member of the School's staff

- contractors are asked not to use mobile phones whilst on the school premises, or use any device to take photographs
- where identified by the School as being required, personal protective equipment, e.g. safety helmets, ear defenders, safety goggles, protective shoes etc must be worn by contractors at all times that they are at risk from the activity or in the area designated to require such protection, e.g. hard-hat areas
- the Head of F&C is responsible for the contractor whilst on the premises and should visit the contractor periodically to ensure continued compliance with the safety rules

Visitors

It should be assumed that visitors are ignorant of the hazards which may be present in the School. To ensure the health & safety of visitors, the following reporting procedures must be followed:

- all visitors must report to Reception on arrival and read the health & safety briefing notice
- they must complete the Visitors' Book stating:
 - i their name
 - ii their organisation (if appropriate)
 - iii which member of staff / department they are visiting
 - iv vehicle registration number
 - v date and time of arrival and signature
- they must be issued with a "Visitor" identification badge
- they must be informed of the Emergency Evacuation Procedure, as set out in this policy
- they must then wait until collected by the appropriate member of staff (or their representative)
- they should be accompanied within the school grounds and building at all times and not allowed to wander freely
- visitors are asked not to use mobile phones whilst on the school premises, or use any kind of device to take photographs
- the member of staff is responsible at all times for the visitor whilst on site and must inform him / her of any dangers / hazards or procedures that may, at any time, become necessary
- on completion of business, the visitor shall be escorted back to the Reception, return their badge and sign out, giving time of departure.

Health & Safety Committee

The Red House School Health & Safety Committee meet once per term and will be chaired by the Head of F&C. The member(s) of School Council who is/are responsible for health & safety attends these meetings. The other members of the Committee are:

- Headmaster
- Head of the Junior School
- Deputy Head of Senior School
- Head of PE or representative
- Head of IT or representative
- Head of DT or representative
- Head of Science or representative
- Fire Officer in the Junior School
- Fire Officer in the Senior School
- Catering Manager
- Person responsible for First Aid
- Educational Visits Co-ordinator
- Caretakers

Attendance at Health & Safety Committee Meetings is compulsory. If a Committee Member is unable to attend then it is their responsibility to organise for someone else working in the area they represent to attend. Having done so, they must inform the Chair of the Committee. The meetings are open to all employees of the School.

The role of the Committee is to:

- discuss matters concerning health & safety, including any changes in regulations
- monitor the effectiveness of health & safety within the School
- review accidents and near misses and discuss preventative measures
- review and update risk assessments
- discuss training requirements
- monitor the implementation of professional advice
- review the Safety Policy guidance and updating it
- assist in the development of safety rules and safe systems of work
- monitor communication and publicity relating to health & safety in the workplace.
- encourage suggestions and reporting of defects by all members of staff.

The committee is an advisory, not an executive, body. Minutes of the meetings are circulated to Health & Safety Committee members and displayed on the notice boards in the Staff Rooms (Senior School and Junior School). Minutes are circulated to the Board of Governors.

Employers are required to consult employees regarding health & safety matters, whether or not they are represented by a trade union; at Red House School this consultation is via members of the Health & Safety Committee.

Safe and secure working environment

The school seeks to provide a safe and secure working environment for all students and visitors, by means of a range of measures, including those listed below.

The Head of F&C is responsible for ensuring of that all the fabric of the school is constructed, inspected regularly and maintained so as to ensure that all facilities are in a safe, sound and weatherproof condition and that particular elements (such as glazing) meet safety requirements.

The school seeks to provide a secure working environment by means of a range of measures, including locking arrangements, alarms, keypad locks on external doors, CCTV and control of visitors to the site.

The school's culture does not tolerate violence within School and there is a reasonable expectation that staff will not have to deal with personal attacks. Violence is also very rare during school activities off site, but Risk Assessments should cover dealing with any unwanted attention from other parties. Further information can be found in the school's Pupil Behaviour Section (Section 3) and Violence and Aggression Policy in the Policies & Procedures document.

As required by law, the school is a no-smoking site.

Training

Responsibility for organising (and maintaining records of training) is as follows:

- minibus training - Head of F&C
- Science-related health & safety training - Head of Science
- Design & Technology related training - Head of D&T
- Health & safety training for the Catering and Cleaning staff – sub-contractors
- briefing new pupils on emergency fire procedures - all pastoral staff
- briefing new staff on emergency fire procedures – Line Managers
- inducting new staff in health & safety - Line Managers
- identifying specific health & safety training needs of staff - all Heads of Department and Line Managers or Supervisors
- first aid training - Deputy Head responsible for statutory training

PROCEDURES FOR DEALING WITH AND AVOIDING EMERGENCIES

Fire

Precautions

It is the School's policy to reduce the likelihood of a fire starting and spreading within the School's buildings or grounds. To this end, all pupils and staff shall ensure that:

- accumulation of rubbish and combustible materials is kept to a minimum
- there is no smoking within the School and grounds
- flammable or combustible substances are only to be used under strict supervision and are properly stored when not in use
- all exit routes are kept free from obstruction at all times and at no time are exit routes used as storage areas
- fire or smoke doors are never propped or wedged open
- automatic door retractors are never disengaged
- the fire extinguishers provided at various points throughout the School are only to be used by competent members of staff and used only on small fires e.g. waste paper bin fires.

In addition, staff have responsibilities regarding electrical and gas appliances.

Evacuation Procedure

It is also the School's policy, in the event of a fire or other emergency, that all staff, pupils and visitors will be evacuated from the building as quickly as is possible.

The School's fire alarm systems are actuated by break-glass call points and/or smoke detectors. Upon activation, the alarm system emits a continuous wailing note and/or continuous bell ringing, whereupon all staff, pupils and visitors will follow the evacuation procedure.

Any pupil, member of staff or visitor discovering a fire should immediately activate the fire alarm system by breaking the nearest break-glass call point. They should then leave the building and report to their respective assembly point. It is the responsibility of staff to ensure that their area of the building is cleared as they leave the building. All windows and doors, including fire doors, must be left closed in order to contain a fire.

On hearing the alarm, all pupils and staff are to evacuate the building in an orderly manner and assemble at the following signed assembly point:

Senior School: on the grass by the tennis courts
Junior School: on the hard playing area

The senior person at each of the assembly points is to conduct a roll call taking the following documents:

Site	Documents	From
Senior School	Emergency Evacuation Record, Timetable, Visitors Book, Absence List, Out of School List	Senior School Office
Junior School	Emergency Evacuation Record, Timetable, Visitors Book, Pupil Signing in and Out Book, Absence List	Junior School Office

In the event of a fire alarm activation the school office will be contacted by the alarm monitoring company in the first instance to determine whether the fire brigade need to be called. If advised to do so or there is no answer the monitoring company will dial 999.

Accidents

Details of the procedures to be followed by the member of staff responsible for anyone who becomes ill or suffers injury as the result of an accident can be found in the First Aid Policy and First Aid – Accident and Incident Procedures, in the Policies & Procedures document.

Accidents on School Premises

A number of staff are First Aid qualified and available to assist other colleagues as necessary. A list of names of those staff that are currently qualified is listed in the First Aid Policy.

REPORTING OF ILLNESS, ACCIDENTS AND DANGEROUS OCCURRENCES

Responsibilities of Staff

As soon as possible after the accident, the member of staff responsible for the ill or injured person must do the following:

- In all cases, complete the appropriate Accident & Illness Book, the location of which is as follows:
 - Pupils: Senior School and Junior School Office
 - Staff: Senior School and Junior School Office
- In case of all accidents, complete an Accident Report Form, available in the School Office. This is started by the member of staff who first sees the accident even if they then leave the pupil with the First Aid Trained staff to confirm that all necessary action has been taken. Completed Accident Report Forms must be submitted to the Senior School or the Junior School Secretary within 24 hours or on a Monday morning where an accident happens at the weekend.
- The School Secretaries will carry out all other reporting formalities, as set out in the following section. The School Secretaries will submit a copy of each Accident Report Form to the Chairman of the Health & Safety Committee.
- All accidents to pupils, staff, parents and visitors, no matter how small must be reported to the Headmaster / Chairman of the Health & Safety Committee as soon as possible after the accident took place.
- Any injuries to pupils which result in a hospital visit must be reported to the Children's Hub by the Designated Officer (or deputy), current contact information can be found in the Child Protection (Safeguarding) Policy in the Policies & Procedures document, and advice will be given from First Contact as to whether further action is required.
- Incidents involving contractors (e.g. cleaners or catering staff) working on school premises are normally reportable by their employers.

Responsibilities of School Management

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), specified injuries, diseases and dangerous occurrences must be reported to the Health & Safety Executive (HSE). In cases of serious injury or death of a child the incident must also be reported to LADO by the School's Designated Officer.

INJURIES AND ILL HEALTH TO PEOPLE AT WORK

The following accidents must be reported to the HSE if they injure either a member of staff during an activity connected with work, or self-employed people (e.g. peripatetic music teachers) while working on the premises:

- accidents resulting in death or specified injury must be reported without delay (including as a result of physical violence)
- accidents which prevent the injured person from continuing their normal work for more than seven consecutive days (not counting the day of the accident but including weekends and rest days) and must be reported as soon as is practicable and no later than 15 days from the date of the accident.

Any case of work related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing must also be reported.

Reportable specified injuries include:

- fractures other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - cover more than 10% of the body or
 - cause significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which
 - leads to hypothermia or heat induced illness or
 - requires resuscitation or admittance to hospital for more than 24 hours.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over seven day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. These include:

- Carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent.

Stress

Work related stress and stress related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an "accident" arising out of or in connection with work. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases above only apply to employees. If a pupil injured in an accident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

How to decide whether an accident to a pupil "arises with or is in connection with work"

The school should consider whether the incident was caused by:

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

If a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (e.g. an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

Most common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR as they do not arise directly from the way the school undertakes a work activity. In all cases reporting only needs to be considered **where an accident results in a pupil's death or they are taken directly from**

the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

Accidents to pupils during sports activities

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury is not reportable. Examples of reportable accidents include where:

- the condition of the premises or sports equipment was a factor in the incident, e.g. where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

Accidents to pupils in a playground

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity. This includes incidents arising because:

- the condition of the premises or equipment was poor, e.g. badly maintained play equipment or
- the school had not provided adequate supervision, e.g. where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Injuries to pupils while travelling on a school bus

If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

However, deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway do not have to be reported under RIDDOR. These are classed as road traffic accidents and are investigated by the police.

Incidents involving pupils on overseas trips

RIDDOR only applies to activities which take place in Great Britain so any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work, i.e. the wider range of reporting categories as for employees.

Dangerous Occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR. Reportable dangerous occurrences include:

- 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.

In the event of the accident being reportable under RIDDOR, the following action must be taken:

- using the completed Accident Report Form School Secretaries will contact the Incident Contact Centre (ICC).
- fatalities and specified injuries, i.e. broken bones and amputations, should be reported to the HSE without delay. This report can be made by telephone on 0345 300 99 23.
- All other reportable injuries, diseases or dangerous occurrences should be made via the HSE's RIDDOR website: <http://www.hse.gov.uk/riddor/>. copies of the report will be retained by the Health & Safety Adviser. The Health & Safety Adviser will carry out an investigation of the circumstances of the accident and forward copies to the Chairman of the Health & Safety Committee as soon as possible after the accident
- the Chairman of the Health & Safety Committee is required to inform the Headmaster of any steps to be taken to avoid a recurrence of an incident.
- the Chairman of the Health & Safety Committee will submit an annual report to the Health & Safety Committee and to the Headmaster and Board of Governors, covering all accidents, accident reports, investigations and recommendations.

Infectious Diseases

Any employee or pupil suffering from an infectious disease as detailed in Public Health England document "Guidance on infection control in schools and other childcare settings", must stay away from School for the period specified in the schools document Infectious Disease Control.

Information regarding an infectious disease suffered by any member of the School community must be passed on to the Headmaster. It is the responsibility of the Headmaster to take appropriate steps to warn all members of the School community of the potential outbreak of infectious disease. This may include liaison with the Health Protection Agency and other health professionals.

Hazards

Any employee who identifies a hazard must report it to the Health & Safety Adviser (Head of F&C). Following the report of the hazard the member of staff responsible for that area along with the Health & Safety Adviser must take the following steps:

- isolate people from the hazard whilst it exists
- isolate the hazard.

The Headmaster should be informed as soon as practicable of any such hazard and the HSA will keep a record of such reports and the actions taken.

Environment

Defects in heating, lighting and ventilation observed by any employee are recorded in the Maintenance Books located in the Junior School and the Senior School Offices and discussed with the Caretakers at weekly meetings where any remedial work is agreed.

Electrical Safety and Testing

Electrical equipment must be used in accordance with the Electricity at Work Regulations 1989. Heads of Department and other managers must take the advice of the Head of F&C with regard to maintenance and use of electrical equipment within their areas.

Portable electrical appliances are tested annually. Fixed electrical appliances are tested every five years. Responsibility for testing rest with the Head of F&C.

Electrical appliances which do not belong to the School are not permitted to be used, unless permission is granted from the Head of F&C, who will arrange appropriate testing.

Control of Hazardous Substances

The use and storage of substances is subject to the Control of Substances Hazardous to Health Regulations 2002, a copy of which can be found on the HSE website.

Heads of Department must ensure that the use and storage of materials in their Department complies with these regulations. Heads of Department are responsible for informing their staff and technicians of the relevant implications of the COSHH Regulations.

Hazardous materials: asbestos containing materials (ACMs)

The school will meet the requirements of the Control of Asbestos Register 2006. A full survey has been conducted and an Asbestos Register produced. All identified asbestos in the school has been removed where possible and those areas where asbestos remains, but prevents no risk unless disturbed, is listed in the Register and labelled.

Any member of staff who believes they have identified any hazardous material should report it to the Head of F&C immediately.

External Advisors for Health & Safety

At Red House School, we use external consultants to advise, when appropriate, on matters of health & safety within the School. This includes

- structural surveyors are retained to give advice on the external fabric of the school when required.
- engineers monitor and service the school's plant, equipment, including boilers annually.
- all gym and fitness equipment is serviced every two years.
- the trim trails on both sites are serviced annually.
- the school's adherence to health & safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for:
 - an annual independent hygiene and safety audit of food storage, meal preparation and food serving areas.
 - professional advice from a Dietician on healthier food, menu planning and special diets as needed.
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas annually.
- appropriate pest control measures to be in place.

- the school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every 3 years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- in addition to the weekly fire alarm tests, the alarm system and all smoke detectors are tested quarterly by a qualified contractor
- emergency lighting is tested twice a year and fire extinguishers [and blankets] are tested annually by a qualified contractor.
- the school has a suitable and sufficient risk assessment for legionella, a quarterly showerhead and hose clean and chlorination, quarterly audit of legionella log book, six monthly inspection of cold water storage tanks and an annual review of the legionella risk assessment.
- the school maintains an asbestos register and the Head of F&C is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. He/she is also responsible, in conjunction with the Maintenance Supervisor and Caretaker for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- the School has current electrical test certificates for all its buildings and all electrical installations are MCB protected and meet the requirements of BS7671 IEE wiring regulations.
- all work on gas boilers and appliances is carried out by registered Gas Safe Engineers
- all domestic boilers are serviced annually and all domestic properties have current Landlord's Gas Safety Certificates.
- all lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- all construction work will be conducted in accordance with the Construction (Design and Management) Regulations 2015.

Trips and expeditions

Staff arranging activities outside school must:

- follow all Red House School procedures for approval of trips, including: risk assessments, medical consent forms, trip management and insurance. (See Health & Safety of activities outside school policy in the Policies & Procedures document)
- where a third party provides activities, staff must ensure that the provider is appropriate and competent to provide the activity and, for specialised activities, also hold a valid and appropriate licence.

School vehicles and traffic on the School site

Staff must sign a declaration and obtain prior approval to drive the minibuses owned or hired by the School. Further details of the particular requirements relating to the safe use of minibuses can be found in the Code of Practice for driving RHS and Hired Vehicles, in the Policies & Procedures document.

All drivers must ensure they are aware of all necessary regulations and their own responsibilities regarding the safe use of vehicles

Any staff making use of the Schools insurance policy for using their own private vehicle on business use must file a copy of their driving licence with the Head of F&C every two years.

All staff, contractors and visitors must exercise particular care when driving within the School site and are required to observe a 10 mph speed limit.

Working at Height

Staff working at height (defined as any location where a fall from it might cause injury) must meet the requirements of the Working at Height Regulations 2005 (as amended). The risk of accidents while using steps and ladders can be reduced by following some simple rules. So far as is practicable, steps and ladders should only be used as a means of access and not as a work platform.

See HSE leaflet on Working at Height on the HSE website for more information.

Manual Handling

Most staff will at some time lift heavy or bulky items, and should be aware that this is a common cause of injury. The Manual Handling Operations Regulations 1992 (as amended) require that manual handling tasks which include a risk of injury should be avoided so far as is reasonable practicable. Where avoidance is not practicable, a risk assessment must be carried out. All staff have received appropriate training on manual handling.

See HSE leaflet on Manual Handling Operations available on the HSE website.

Working alone/Out of hours

Staff working in School outside normal hours, and particularly while working alone, should consider additional measures to ensure their own safety, including using the signing in/out books.

Slips and Trips

Staff are made aware of procedures relating to slips and trips in their work area through RA46, Preventing slips, trips and falls, and are expected to follow them.

The school seeks to ensure that floor surfaces, edge protection and handrails at each location are appropriate, clean and in good condition, to reduce the risk of slip hazards and are kept free from trip hazards.

Staff will take a proactive role in preventing slips and trips by:

- taking action to remove slip and trip hazards from their work area (e.g. cleaning up spillages, rerouting trailing cables etc).
- maintaining a tidy work area.
- reporting any defects in the Maintenance book.

Health of staff and pupils

The School will seek to promote healthy living among its staff and pupils by a range of measures including:

- health education and advice
- promoting healthy eating
- encouraging physical exercise and activities
- management of long term health conditions
- inoculation programmes
- counselling and guidance
- providing healthy snacks
- ensuring lunch menus provide a healthy balance of foods

Occupational Health and Stress

Stress is recognised as a Health & Safety issue; any member of staff requiring advice in this respect should contact the senior member of staff whom they feel most appropriate under their particular circumstances, or the School's Counsellor.

The above staff or Head of F&C should also be consulted regarding occupational health matters. Where necessary, the School will seek external professional advice.

Inspections

A valuable asset to ensure a good health & safety environment is to have a good system of regular formal and informal inspections of the School backed up by regular Health & Safety audits of the whole system.

Informal Inspections

All staff whilst carrying out their working activities must, as stated in the Health & Safety at Work Act, "look after their own health & safety and welfare as well as the health & safety and welfare of others who may be affected by their acts of omission". In complying with this, staff members are carrying out informal inspections of the School.

In carrying out these informal inspections as part of their duties, if they discover any defect to the building, equipment or any other facilities, they should inform the Head of F&C in writing. If the defect is considered to be of immediate concern then this reporting should be done by telephone and followed up in writing.

In addition, all Heads of Department, Key Stage Co-ordinators, the Head of the Junior School and other managers have the added responsibility of the staff in their care and are therefore expected, as part of their normal day's activities, to check their appropriate areas to ensure that safe systems and procedures are being followed in accordance with the Health & Safety Policy.

Formal

Each Head of Department, Key Stage Co-ordinators and the Head of the Junior School is expected to conduct a recorded termly inspection of his / her Department. The Head of F&C will carry out inspections of the whole workplace at random intervals, to ensure overall compliance with this policy and any relevant statutory provisions. The Health & Safety Committee will also conduct an annual review of the systems and procedures in place with regard to Health & Safety.

A pro forma of the inspection checklist can be found in Appendix B.

Reviewed by A Tomlinson
March 2018