



HEALTH AND SAFETY POLICY

This policy was updated: September 2021

This policy will be reviewed: September 2022

Approved by M Venables

1. STATEMENT OF INTENT

Salterford House School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The proprietor will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the proprietor will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The proprietor will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The proprietor requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

The school is committed to continually improving its health and safety performance.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Other sources of Health and Safety Information:-

- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- HANDSAM

2. ORGANISATION

2.1 Responsibilities of the Proprietor

The proprietor is responsible for:

- Complying with Health and Safety Policy and Arrangements;
- Formulating the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements(at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

2. Responsibilities of the Headteacher

The Headteacher is responsible for:

- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is kept in the school office
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the establishment's health and safety committee;
- Drawing up the annual health and safety action plan
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;

- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

Note: in the absence of the Headteacher these responsibilities fall to his/her immediate deputy.

3. Responsibilities of the Health and Safety Co-ordinator

- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the School's Health and Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date;
- Ensuring that the Health and Safety information is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are included in staff meetings;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site, inducting them in the schools site health & safety rules and ensuring they consult the asbestos log.

2.4 Subject Co-ordinators

Subject co-ordinators are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports to the headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;

- Acting on health and safety reports from above and below in the hierarchy

2.5 Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to their Headteacher/Line Manager any serious or immediate danger;
- reporting to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participating in health and safety inspections and the health and safety committee where appropriate.

3. ARRANGEMENTS

Co-ordination and Communication

Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	K Venables
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Safety Representatives and Safety Committees

Mr M Britten Fire Warden

Health and Safety Committee

All staff are involved in the H and S committee meetings as they form part of all staff meetings

Emergencies (Fire etc)

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	Meeting point on the tennis court Evacuation procedures are in each classroom, offices, halls and staff rooms around each building as well as in the Fire log in office.
Bomb Alert	In the Emergency Plan in office
Electrical Fault	As above
Water	As above
Storm or Flood Damage	As above
Persons Threatening Violence on Site	as above
Dangerous Animal(s) on Site	as above
Other	as above

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of

the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible for person for ensuring and supervising (where appropriate)	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety,	K Venables	K Baguley
• summoning of the emergency services	V Martin	M Britten
• that a roll call is taken at the assembly point	K Venables	K Baguley
• that no-one attempts to re-enter the building until the all clear is given by the emergency services is (eg <i>Headteacher, Deputy Headteacher or other member of the senior management team</i>)	K Venables	K Baguley

Note: The priorities are as follows:

- ***to ensure the safety of all people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;***
- ***to call the emergency services when appropriate;***
- ***to safeguard the premises and equipment, if this is possible without putting persons at risk.***

The person responsible for arranging, recording and monitoring emergency evacuation drills at least once per half term is:	M Britten
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (eg. <i>in the school office</i>)	Office
	HT office
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	M Britten supported by UK Fire Risk Assessments

Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Fire Log Office	Caretaker reporting to M Britten
Emergency Lighting System	Fire Log Office	Caretaker reporting to M Britten
Smoke Detection System	Fire Log Office	Caretaker reporting to M Britten
The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:		Caretaker reporting to M Britten
The contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:		Name: Crimson Fire have installed the fire extinguishers.
Current extinguishers are service - free for 10 years. Caretaker will conduct the annual assessment and maintenance. The video: https://youtu.be/Mvxl7AxQvz8 provides the relevant training for the maintenance of the extinguishers.		Telephone Number Tel: 01636 815 601 Mob: 07946 471 719

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Under the manhole cover in the private garden behind the locked fence
Electricity	Reception classroom

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:

K Venables

Accidents and Medical

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book	Person in Charge of Accident Book
Office	K Baguley
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	K Venables

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

The following employees are **first aiders** have been trained to First Aid at Work level

K Venables
M Britten
K Baguley
S Sheppard

The following employees are **appointed persons** and have been trained to Emergency first Aid at work:

J Bradley
L Holmes
V Martin
S Bedford
Clare Leverton- Paediatric
Cathy Collison- Paediatric
Katie Ingley- Paediatric
Philippa Watson- Paediatric
Wendy Cartledge- Paediatric

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the school.

Display Point	Display Point
By phone in office and in new building	By each first aid box

First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
Office	Office
KG room	
Staff room	
In rucksacks in front entrance	

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box	Location of Travelling First Aid Box
Office	Rucksack in front entrance
Car	

A termly check on the location and contents of all first aid boxes will be made by.	S Bedford
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	S Bedford
The address and telephone number of the nearest medical centre/NHS GP is:	St Wilfrids Square Calverton Practice
	0115 9657801
The address and telephone number of the nearest hospital with accident and emergency facilities is:	King's Mill Hospital
	Mansfield Road, Sutton-in-Ashfield, Nottinghamshire, NG17 4JL.

Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools Document*, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	V Martin
The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with the Supporting Pupils with Medical Needs in Schools Document*, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	V Martin
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	K Baguley

Hazard Control

Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	K Venables M Britten
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Hazard Reporting and Follow Up

All employees must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to: .	K Venables
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	in office and H and S file
It should then be placed/given to	K Venables
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	K Venables

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	Caretaker and K Venables
Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Caretaker
The person responsible for ordering repairs which are the school's responsibility is:	K Venables

Security

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First K Venables also Rob Astill (Cleaner)
	K Baguley

Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none">• an identification badge• relevant health and safety information• and will sign the visitors book	office V Martin
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	in policy document file (trespassers policy)

Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	K Venables
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Slips and Trips

The person responsible for ensuring risk assessments are prepared and implemented for slips and trips is:	K Venables
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Information, Instruction and Training

Provision of Information

The person responsible for distributing all health and safety information received and for the maintenance of a health and safety information reference system is:	K Venables
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	V Martin

New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept in the Health and Safety manual which is kept:	in office
The person responsible for maintaining it is:	K Venables
The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	K Venables
The health and safety notice board is sited:	Staff Room.
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	S Sheppard reporting to K Venables
The Health and Safety Law Poster is sited:	in office
The person responsible for maintaining it is	K Venables

Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	K Venables
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- Health and Safety Policies:
- Codes of Safe Practice and Guidance
- Education Visits Documents
- Local Asbestos Management Plan & Asbestos Condition Log
- Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	K Venables
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff	K Venables
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	K Venables
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Manual Handling

Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	K Venables
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The person responsible for monitoring the safety of manual handling activities is:	K Venables
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Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:

K Venables

PREMISES

Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the Local Asbestos Management Plan and premises asbestos log is consulted by visiting contractors and other relevant persons is:

K Venables

The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:

Office- there is no asbestos on site.
New asbestos survey needed to confirm this now that all fire doors have been replaced

The person responsible for ensuring that the LAMP and asbestos log is updated and as appropriate following work on the fabric of the building is:

M Venables

Legionella

The person with overall responsibility for managing Legionella is:

K Venables

The schools Legionella risk assessment is kept at:

Office

The person with responsibility for ensuring that remedial actions from the report are followed through is:

K Venables

The water temperatures are taken (monthly) by:

Caretaker

The flushing of little used outlets is carried out by:

Caretaker

The log book is kept in:

Caretaker in office

Work Equipment

SPECIFIC RISKS

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	caretaker
Person(s) authorised to use is/are:	caretaker

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	caretaker
Person(s) authorised to use is/are:	caretaker R Astill

Caretaking and Cleaning Equipment

This includes powered cleaning equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Caretaker
Person(s) authorised to operate and use is/are:	caretaker R Astill

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	M Britten
Person(s) responsible for regular (daily) visual inspection is/are:	A Wootton Josh Bexon

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	K Venables
Person(s) responsible for regular (daily) visual inspection is/are: weekly inspection	All staff on duty Caretaker
Contractor responsible for annual full inspection and report is:	TBC

Portable Electrical Appliances and Hard Wiring

The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	K Venables
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Handitec
Staff must not bring onto the premises any portable electrical appliances unless they have been authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	K Venables
The person responsible for ensuring that the premises hard wiring is periodically checked (5yrs) is:	M Venables
The person responsible for ensuring that any remedial's are actioned is taken if identified in the hard wiring test is:	M Venables

Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations.

Employee Name	Job Title
V Martin	Office admin

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	V Martin
The person responsible for implementing the requirements of the risk assessment is:	V Martin

Vehicles

School owned, hired or leased minibuses or coaches and cars are only to be used for journeys approved under the procedure.

The person responsible for arranging insurance and maintenance of vehicles	M Venables
The person responsible for authorising the use of the school car, ensuring risk assessments are completed, drivers have passed the minibus test etc is:	M Venables
The person responsible for maintaining a list of authorised drivers of school vehicles	V Martin
The person responsible for the risk assessment of on site vehicles and the car park area is	M Britten

Substances and Personal Protective Equipment

Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Science	N/A
Caretaking and Cleaning	Caretaker
Grounds Maintenance	Caretaker
Other	N/A
Copies of all the hazardous substances inventories are held centrally in:	Office

Housekeeping and Waste

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to K Venables who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement	M Venables
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	K Venables

Waste Management and Disposal

Waste will be collected daily by:	Cleaner/ R Astill
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	K Venables

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	M Britten
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When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	K Venables
The person responsible for the safe disposal of any hazardous substances or special wastes is:	K Venables
The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	K Venables

All staff are responsible for ensuring the good house keeping of their own workrooms,

Pupils Outside School

Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including and overnight stay is:	K Venables
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is:	K Venables
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	K Venables

Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners as appropriate is:	K Venables
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Premises Alterations, Contractor and Deliveries

Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is,	K Venables
The person in control of contractors is:	K Venables
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	K Venables

Supplies (Purchasing/Procurement and Deliveries)

The proprietor will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards. The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others. They will also assess any revenue implications of the necessary maintenance of donated items.

Name	Types of Order
K Venables	All
Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	V Martin

Welfare

Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	On the school website and all staff have a copy
Records of bullying incidents and action taken are kept:	Head's Office

Violence against staff

The persons responsible for monitoring violence against staff	K Venables
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Stress

The persons responsible for monitoring absence owing to stress related illness is:	K Venables
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Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made	K Venables
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Smoking

Smoking in public buildings is prohibited since 2005. All staff will be made aware of the law as part of their induction. NCC Policy also prohibits smoking on any part of the premises including outside areas right up to the boundary of the property.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed on the premises at access and egress points.

The school recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	K Venables
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Inspections (External and Internal)

Internal Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Caretaker reporting to K Venables
The person responsible for ensuring follow up action on the report is completed is:	K Venables

Management Review

Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	K Venables
The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is:	K Venables
Employee absence statistics (i.e non-confidential) for the purposes of performance measurement are kept:	V Martin