



## **6.30    Health and Safety Policy**

---

### **The Maynard School**

September 2023

## Contents

### Clause

|    |  |    |
|----|--|----|
| 1  | Aims .....   | 3  |
| 2  | Policy statement .....   | 3  |
| 3  | Scope and application .....                                    | 4  |
| 4  | Regulatory framework .....                                     | 4  |
| 5  | Publication and availability .....                             | 5  |
| 6  | Responsibility statement and allocation of tasks .....         | 5  |
| 7  | Risk assessment: health and safety .....                       | 7  |
| 8  | Risk assessment: welfare issues.....                           | 8  |
| 9  | Consultation with employees [• and pupils] .....               | 8  |
| 10 | Information, instruction and supervision .....                 | 9  |
| 11 | Competency for tasks and training .....                        | 9  |
| 12 | Workplace safety .....   | 9  |
| 13 | Vehicle safety.....  | 10 |
| 14 | Safe plant and equipment .....                                 | 10 |
| 15 | Testing of electrical equipment, gas appliances etc .....      | 10 |
| 16 | Visual display units (VDUs) and display screen equipment ..... | 11 |
| 17 | Manual handling .....  | 11 |
| 18 | Safe handling and use of substances .....                      | 11 |
| 19 | Asbestos .....   | 11 |
| 20 | Emergency procedures: fire and evacuation .....                | 12 |
| 21 | Accidents, first aid and work-related ill health .....         | 13 |
| 22 | Hirers, visitors and contractors.....                          | 15 |
| 23 | Security .....   | 15 |
| 24 | Protection from violence and harassment .....                  | 16 |
| 25 | Lone workers.....  | 16 |
| 26 | Training .....   | 17 |
| 27 | Reporting requirements and record keeping .....                | 17 |
| 28 | Monitoring and internal investigation .....                    | 18 |
| 29 | Version control.....   | 18 |

### Appendix

|            |  |    |
|------------|--|----|
| Appendix 1 | Guidance on risk assessment .....                      | 20 |
| Appendix 2 | Guidance on RIDDOR reporting .....                     | 22 |
| Appendix 3 | Template risk assessment.....                          | 23 |
| Appendix 4 | Template New & Expectant Mothers Risk assessment ..... | 24 |
| Appendix 5 | Health and safety policy summary.....                  | 29 |

## **1 Aims**

- 1.1 This is the health and safety policy of The Maynard School which operates The Maynard School hereafter referred to within this policy as the **School** or **We**.
- 1.2 We aim to apply high standards in the management and control of all our operations, to include matters of health and safety in order to ensure that staff, pupils and those who visit the School or may otherwise be affected by the School's operation are safe.

## **2 Policy statement**

- 2.1 Our statement of general policy is:
  - 2.1.1 to provide adequate control of the health and safety risks arising from our work activities;
  - 2.1.2 to consult with our employees, pupils and anyone else concerned on matters affecting their health and safety;
  - 2.1.3 to provide and maintain safe plant and equipment;
  - 2.1.4 to ensure safe handling and use of substances;
  - 2.1.5 to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations;
  - 2.1.6 to provide information, instruction and supervision to employees;
  - 2.1.7 to ensure all employees are competent to do their tasks, and to give them adequate training;
  - 2.1.8 to prevent accidents and cases of work-related ill health;
  - 2.1.9 to maintain safe and healthy working conditions;
  - 2.1.10 to review and revise this policy as necessary at regular intervals;
  - 2.1.11 to ensure that adequate resources are available for the management of health and safety issues.
- 2.2 In accordance with our obligations under the Health and Safety at Work etc. Act 1974, we have a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the School's operations. Although pupil welfare and well-being is not strictly within the remit of this policy, we recognise that it is inextricably linked with health and safety at the School.
- 2.3 We will safeguard and promote health, safety and welfare by:
  - 2.3.1 taking a proportionate and holistic approach to risk management;
  - 2.3.2 ensuring that the Governing Body and the Senior Management Team are aware of and understand the School's health and safety and welfare policies and procedures and apply them sensibly and practically to the real risks in the School;

- 2.3.3 ensuring that key staff have clearly established roles and responsibilities;
  - 2.3.4 paperwork being kept to a minimum, with the significant hazards identified, their risks adequately controlled, and precautions clearly documented where needed;
  - 2.3.5 consulting with staff and pupils, where appropriate, to find practical solutions to health and safety issues;
  - 2.3.6 ensuring that practice and compliance is regularly monitored, feedback given and lessons learned.
- 2.4 Any references to legislation in this policy include any subsequent amendments to that legislation.

### **3 Scope and application**

- 3.1 This health and safety policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).
- 3.2 The policy applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at the School.

### **4 Regulatory framework**

- 4.1 This policy has been prepared to meet the School's responsibilities under:
  - 4.1.1 Health and Safety at Work Act;
  - 4.1.2 Department for Education (**DfE**),
  - 4.1.3 Statutory framework of the Early Years Foundation Stage (DfE)
  - 4.1.4 Education (Independent School Standards) Regulations;
  - 4.1.5 Workplace (Health, Safety and Welfare) Regulations 1992;
  - 4.1.6 Electricity at Work Regulations 1989;
  - 4.1.7 Gas Safety (Installation and Use) Regulations;
  - 4.1.8 Health and Safety (Display Screen Equipment) Regulations;
  - 4.1.9 Manual Handling Operations Regulations;
  - 4.1.10 Control of Substances Hazardous to Health Regulations (**COSHH**);
  - 4.1.11 Control of Asbestos Regulations;
  - 4.1.12 Regulatory Reform (Fire Safety) Order;
  - 4.1.13 Reporting of Injuries, Disease and Dangerous Occurrence Regulations (**RIDDOR**);
  - 4.1.14 Health Protection (Notification) Regulations;

4.1.15 Construction (Design and Management) Regulations.

4.2 This policy has regard to the following guidance and advice:

4.2.1 Health and safety advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (DfE, February 2014);

4.2.2 Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers (Health and Safety Executive (HSE) EDIS1 (revision 3), October 2013); and

4.2.3 Using contractors: a brief guide (HSE, INDG368 (revision 1), June 2012).

4.3 The following School policies, procedures, documents and resource material are relevant to this policy:

4.3.1 – stet (do not remove)

4.3.2 Supervision of pupils' policy

4.3.3 Supporting pupils with emotional health problems and wellbeing policy

4.3.4 Administration of medicines and supporting pupils with medical conditions policy

4.3.5 Visitors and security policy

4.3.6 Educational visits policy

4.3.7 First aid policy

4.3.8 Fire policy

4.3.9 Critical Incident policy

4.3.10 School rules

4.3.11 Transport / minibus use policy

## **5 Publication and availability**

5.1 This policy is published on the School website and in the Parent and pupil's handbook.

5.2 This policy is available in hard copy on request from the School

5.3 A copy of the policy is available for inspection from the school during the School day.

5.4 This policy can be made available in large print or another accessible format if required].

## **6 Responsibility statement and allocation of tasks**

6.1 The Governing Body acting on behalf of The Maynard School are committed to protecting the health and safety of those affected by the School's operation, including but not restricted to its employees, pupils and visitors to the School site.

- 6.2 The Governing Body delegate responsibility for health and safety matters affecting the academic staff, pupils and the non-academic staff to The Head.
- 6.3 As an employer, the Head of The Maynard School has overall responsibility for health and safety at the School.

6.4 Responsibilities of the Governing Body

- The Governors will keep the policy up to date and compliant with the law and best practice

6.5 **Responsibilities of the Head**

The Head will:

- keep the policy up to date and compliant with the law and best practice
- report any policy amendments to the Board of Governors
- Seek input from interested groups (such as pupils, staff and parents) to consider improvements to the School's processes under the policy
- formal review of Health and Safety policy and practices
- have oversight of the recording and response to any breaches of this policy
- Oversee the provision of relevant induction, training and other Continuous Professional Development opportunities for staff involved in the health and safety.

6.6 **Responsibilities of the Health and Safety Officer**

Although holding the ultimate responsibility, the Head has delegated responsibility to the Health and Safety Officer who is line managed by the School Business Manager.

The Health and Safety Officer will:

- Report to the School Business Manager with regards Health and Safety practices on the school site.
- Organise annual health and safety audits which are carried out by Devon County Council to review practices outlined in the policy
- Ensure the provision of relevant induction, training and other Continuous Professional Development opportunities for staff involved in the health and safety.
- Ensure that all reported breaches of this policy are recorded and corrected to maintain regulatory compliance
- Monitoring the implementation of the policy, ensuring its accessibility and availability

- 6.6 To ensure the health and safety standards are maintained / improved, the following people also have responsibility in the following areas:

| Name            | Responsibility                  |
|-----------------|---------------------------------|
| Liz Gregory     | Health and Safety Co-ordinator  |
| Dr Phil Rudling | Educational Visits Co-Ordinator |

6.7 Employees (and volunteers) also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer in order to comply with the law. All employees must:

6.7.1 co-operate with supervisors and managers on health and safety matters;

6.7.2 undertake their work in accordance with training and instructions;

6.7.3 not interfere with anything provided to safeguard their health and safety;

6.7.4 take reasonable care of their own health and safety; and

6.7.5 report all health and safety concerns to an appropriate person (as detailed in this policy).

6.8 In addition, teachers and other staff have a common law duty to act as any prudent parent would do when in charge of pupils.

6.9 All pupils and visitors must:

6.9.1 co-operate on health and safety matters and in particular follow the instructions of staff in the event of an emergency;

6.9.2 take reasonable care for their own health and safety and that of others at the School;

6.9.3 observe standards of dress consistent with safety and / or hygiene;

6.9.4 use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety; and

6.9.5 report all health and safety concerns to a member of staff.

## **7 Risk assessment: health and safety**

7.1 We promote and safeguard the health and safety of employees, pupils and others through the systematic assessment of risks posed by the School's operation.

7.2 Risk assessments of the School's activities will be carried out to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.

7.3 The school will ensure measures are in place to safeguard the health and safety of staff, students and visitors so as not to put them at undue risk.

7.4 Risk assessments will be conducted / reviewed for new and / or expectant mothers, employees aged under 18 and night and / or lone workers.

7.5 Risk assessments will include key areas of risk including:

7.5.1 supervision arrangements, school trips, hazardous or adventure activities; Please refer to all Outdoor Education, Visits and Offsite Activities Management Policy 6.37 in the School Handbook

- 7.5.2 personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, asbestos at work, ionising radiation and fire safety;
- 7.5.3 use of high-risk areas, such as gymnasia, machinery, laboratories and workshops.
- 7.6 Risk assessments are the overall responsibility of The Head who will delegate their completion to the following people as follows:

| Name                             | Risk assessment responsibility |
|----------------------------------|--------------------------------|
| All Staff cover their work areas | All Staff                      |
| Cleaning                         | H&S Officer                    |
| Estates                          | H&S Officer                    |

- 7.7 The findings of the risk assessments will be reported to The Head
- 7.8 Action required to remove / control risks will be approved by The Head.
- 7.9 The Health and Safety Officer will be responsible for ensuring the action required is implemented.
- 7.10 Risk assessments will be reviewed regularly or when the activity changes, whichever is soonest.
- 7.11 Further guidance on risk assessment can be found in Appendix 1.

## **8 Risk assessment: welfare issues**

- 8.1 The School's specific arrangements for safeguarding and promoting pupils' welfare are set out in:
  - 8.1.1 Anti-Bullying Policy
  - 8.1.2 Behaviour Management Policy
  - 8.1.3 Child Protection Safeguarding Children Policy
- 8.2 The school is obliged to undertake a risk assessment for New & Expectant mothers which is reviewed again during the third trimester. Please refer to the Maternity Policy. Please see appendix 4 for a copy for this risk assessment

## **9 Consultation with employees**

- 9.1 We will consult with employees either directly in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety.



9.2 Representatives will be provided with sufficient information to enable them to participate fully in the consultation process.

9.3 Employee representative(s) are:

Attendees at the various HODs and department managers meetings

## **10 Information, instruction and supervision**

10.1 The Health and Safety information made available

10.2 Further notices relating to first aid and fire safety will be displayed as appropriate.

10.3 We will display a certificate of employers' liability insurance at Reception.

10.4 Health and safety advice is available from The Health and Safety Officer

10.5 Supervision of staff operations will be undertaken by the H&S Officer

## **11 Competency for tasks and training**

11.1 All employees are provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.

11.2 All employees are given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures.

11.3 We will also ensure that all employees receive job specific health and safety training, including risk assessment training, where appropriate.

11.4 Job specific training will be arranged by the H&S Administrator.

11.5 The School will provide further training if risks change and refresher training when skills are not frequently used.

11.6 Training records are kept by the H&S Administrator.

11.7 Training will be identified, arranged and monitored by the Health and Safety Officer.

## **12 Workplace safety**

12.1 We will ensure that the School premises are safe and in good repair and are kept free of reasonably avoidable safety hazards and are fit for purpose and suitable for the age of pupils cared for and the activities provided on the premises.

12.2 We will take all reasonable steps to ensure that the School premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils and other users of School premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992.

12.3 The H&S Officer will arrange a regular survey of the School premises and the maintenance and repair of School premises.

- 12.4 We will promote effective infection control by ensuring that the School premises are kept clean and tidy.
- 12.5 We will ensure that access to high-risk areas, including laboratories, food and nutrition, textiles and gym are controlled and pupil access is restricted.

### **13 Vehicle safety**

- 13.1 We will ensure that there is adequate segregation of pedestrians and vehicular traffic on the School site.
- 13.2 The Health and Safety Officer will ensure that all School vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.
- 13.3 The Health and Safety Officer is responsible for ensuring that School vehicles are properly taxed, licensed and insured.
- 13.4 The Health and Safety Officer/School Business Manager will ensure that drivers of School vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so and that School journeys are properly planned, supervised and risk assessed and that adequate records are maintained.
- 13.5 Training records are kept by the H&S Administrator.
- 13.6 Training will be identified, arranged and monitored by the Health and Safety Officer.
- 13.7 This policy should be read in conjunction with the School Minibus policy.

### **14 Safe plant and equipment**

- 14.1 The Health and Safety Officer will be responsible for identifying all equipment / plant needing maintenance.
- 14.2 The Health and Safety Officer will be responsible for ensuring effective maintenance procedures are drawn up and implemented.
- 14.3 Any defects or problems found with plant / equipment should be reported to The Head and the plant / equipment should be immediately taken out of use until it has been made safe.
- 14.4 The H&S Officer will check that new plant and equipment meets health and safety standards before it is purchased.
- 14.5 We will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.
- 14.6 We will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

### **15 Testing of electrical equipment, gas appliances etc**

- 15.1 The H&S Officer will ensure that all equipment and systems including mains and

portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the School and that records of inspection, maintenance and testing are retained.

- 15.2 In particular, the School will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989 and the Gas Safety (Installation and Use) Regulations 1998.

## **16 Visual display units (VDUs) and display screen equipment**

- 16.1 We will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment at in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992.

## **17 Manual handling**

- 17.1 We seek to avoid the need for **Manual handling** (defined for the purpose of this policy as the transporting of loads by hand or using bodily force) wherever possible.
- 17.2 Where Manual handling cannot be avoided, we will seek to reduce the risks related to Manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992.

## **18 Safe handling and use of substances**

- 18.1 The appropriate procedures are in place to ensure that exposure to hazardous substances is minimised. In order to do so, we will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (**COSHH**) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment.
- 18.2 All staff, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents / incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.
- 18.3 The H&S Officer will be responsible for identifying all substances which need a COSHH assessment.
- 18.4 The H&S Administrator will be responsible for organising COSHH assessments.
- 18.5 The H&S Officer will be responsible for ensuring that all actions identified in the assessments are implemented.
- 18.6 The H&S Administrator will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- 18.7 Assessments will be reviewed on a regular basis or when the work activity changes, whichever is soonest.
- 18.8 All staff will ensure that hazardous substances are locked away after use.

## **18.9 Legionella**

- 18.9.1 A water risk assessment for the school has been completed by Mitie and the H&S Officer is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene logbook.
- 18.9.2 This risk assessment will be reviewed where significant changes have occurred to the water system. For full details refer to Churchill Environmental risk assessment

## **19 Asbestos**

- 19.1 We recognise that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (**ACM**) or presumed ACMs on the School premises by complying with the Control of Asbestos Regulations 2012 and in particular by:
  - 19.1.1 complying with our duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate;
  - 19.1.2 preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;
  - 19.1.3 carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
  - 19.1.4 preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACMs known as an **Asbestos Management Plan**; regular inspections, reviews and / or monitoring, as appropriate;
  - 19.1.5 ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the School;
  - 19.1.6 ensuring that all employees who may come into contact with ACM or presumed ACM are adequately trained;
  - 19.1.7 ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency;
  - 19.1.8 ensuring that ACM or presumed ACM is not disturbed unless prior agreement has been given by The Head and there are appropriate control measures in place to ensure that staff, pupils or any other users of the School premises are not exposed to asbestos;
  - 19.1.9 ensuring that only authorised staff and / or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.
  - 19.1.10 If anyone disturbs or suspects that they have disturbed an ACM do:
    - 19.1.11 not disturb it further under any circumstances;
    - 19.1.12 ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";
    - 19.1.13 immediately report it to The School Business Manager who will take appropriate action; and

19.1.14 ensure that any clothing which have been covered in dust or debris is appropriately disposed of.

## **20 Emergency procedures: fire and evacuation**

- 20.1 We will carry out fire risk assessments to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005. This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and safety representatives will be informed of these.
- 20.2 The H&S Officer is responsible for ensuring the fire risk assessment is undertaken and implemented and that any recommendations made by the Fire Service are implemented.
- 20.3 Escape routes are checked by the Estates Team weekly. Fire doors must be free of obstruction and easily opened from the inside.
- 20.4 Fire extinguishers and other fire-fighting equipment (such as alarms, detectors and blankets) are maintained and checked by the Estates Team weekly in order to ensure they are in working order.
- 20.5 Alarms are tested at least once per week.
- 20.6 The H&S Officer/School Business Manager along with the H&S Administrator is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates.
- 20.7 In addition, the School will ensure that there are sufficient fire marshals (or deputies in their absence) on site at all times and that they are appropriately trained.
- 20.8 The Fire Marshals:  
  
Matthew Everhard  
  
Paul Hancock
- 20.9 In addition to the School's procedures regarding fire, we will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put staff, pupils, visitors or other users of the School premises at risk and will ensure that staff and pupils are trained in what to do in an emergency evacuation. Such evacuation procedures should include any special arrangements required for employees or staff with disabilities.
- 20.10 Nothing in this policy prevents anyone from dialling 999 in an emergency.
- 20.11 All health and safety and fire emergencies should also be reported to The Head who can be contacted on 07538224007
- 20.12 Where an evacuation is considered necessary, the main School fire bell will be activated and the School's emergency routine followed.
- 20.13 The Assembly points are:  
  
The Double Tennis Courts or if compromised

The Lodge car park.

- 20.14 Emergency evacuation and fire drills will be tested at least twice a year and the results recorded.

## **21 Accidents, first aid, medication arrangements and work-related ill health**

- 21.1 This policy should be read in conjunction with the School's first aid policy.
- 21.2 We will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the School premises and on School arranged trips and visits at all times.
- 21.3 Risk assessments will be undertaken to determine the level of equipment, H&S and personnel necessary to enable first aid to be rendered to a casualty. The School's risk assessment will also identify where specialist health surveillance is needed.
- 21.4 The appointed persons are the Senior Leadership Team. First Aiders are: -

First Aid at Work Certificate: Mrs Melissa Davey, Mr I MacDonald, Mrs Gill Pugh, Mr Ayre

Paediatric First Aid: Mrs S Lavis, Mrs A Trevallion, Miss K Stylianidou, Miss K Hall, Mrs K Riley

Mountain and Outdoor First Aid: Dr P Rudling, Mr J Tabb, Miss K Williamson, Mr C Ridler, Mr N Bruce-Jones, Mr C Gardner, Miss K Parsons, Miss J York, Mrs C Leigh

Appointed persons and Emergency First Aid: Mrs C Smith, Mr T Hibberd, Mrs R Board, Mrs J Hourihan, Mrs L Drake, Mr M Tribble, Mrs Sara Lee, Mrs K Mears, Mrs R Fabian, Mrs C Gabbitass, Mrs S Wood, Mrs E Bucci, Mrs S Lavis, Mrs K Fry, Mrs V Willcock, Mrs C Gorrod, Mrs R Smith, Miss T Lothingland, Miss A Blackwell, Ms A Hurley, Mrs Z Vingoe, Mrs M Craig, Mrs C Chudley, Mr M Loosemore, Mrs S Fanous, Mrs C Finnegan, Mrs J Bellamy, Mr M Hoile

- 21.5 The first aid boxes is / are kept at:

Main School Office, Reception, Junior School, Pring, Murdin Link, Library, Bradley Hall, Main School Staff Room, Estates, Main School Medical Room, Kitchen, Science, Tregear, Ryan House, Mini Buses and Reprographics – for off-site trips. A full list can be obtained from the School Nurse, who has responsibility for contents and placement.

- 21.6 Health surveillance is required for employees doing the following jobs:

Estates Team who deal with noise and vibrations are expected to make the School aware of early sign in respect of health problems.

- 21.7 Health surveillance will be arranged by the H&S Officer

- 21.8 Health surveillance records will be kept by the H&S Administrator

- 21.9 All accidents are to be reported to The Head and School Business Manager and recorded in the accident book (see section 27 below).

- 21.10 The book is kept by The First Aid Co-ordinator / Finance Assistant in the main school office.
- 21.11 For medical arrangements and administration of medicine please refer to *6.29 First Aid Policy and see appendices 11 and 12*
- 21.12 We will take reasonable care to ensure that the health of their employees is not placed at risk. In doing so, the School will consider the risk of their employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on staff.
- 21.13 All work-related ill health including work-related stress should be reported to the Head

## **22 Hirers, Visitors and Contractors**

- 22.1.1 All hirers, visitors and other users of the School premises (to include parents, contractors, delivery people and inspectors) must observe the rules of the School;
- 22.2 ensure that they report to Reception where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the school;
- 22.3 ensure that they are familiar with the school's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.
- 22.4 Contractors will be selected and managed in accordance with HSE guidance and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2015. All contractors used by the school shall ensure compliance with the relevant health and safety legislation, guidance and good practice.
- 22.5 Contractors must also ensure safe working practices by all their employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the school premises.
- 22.6 All contractors must report to Reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.
- 22.7 To ensure contractor competency, the Health & Safety Officer will undertake appropriate competency checks prior to engaging a contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The academy, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site
- 22.8 The Health & Safety Officer is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of

all contractor work. The Health & Safety Officer will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2007 have been complied with

## **23 Security**

- 23.1 We aim to provide a safe and secure environment for all employees, pupils and other visitors to the School premises.
- 23.2 We restrict access to the School buildings to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises.
- 23.3 We will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School buildings and grounds) by ensuring that:
  - 23.3.1 there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks);
  - 23.3.2 security assessments are conducted and reviewed regularly;
  - 23.3.3 all employees and pupils are trained about the existence and operation of the school's security arrangements and that staff training is updated as required;
  - 23.3.4 visitors to the premises are appropriately identified;
  - 23.3.5 there are adequate supervision arrangements in place;
  - 23.3.6 all security breaches or incidents are reported to The Head and / or to the police or other emergency services as appropriate;
  - 23.3.7 security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

## **24 Protection from violence and harassment**

- 24.1 The School will not tolerate any act of violence or harassment in which an employee or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.
- 24.2 Incidents or acts of violence or harassment by pupils will also be dealt with in accordance with the School's behaviour policy.
- 24.3 In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard and contact the Head and / or the police as appropriate.
- 24.4 Violence or harassment by employees will constitute gross misconduct and will be dealt with under the School's disciplinary procedure. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.



## **25 Lone workers**

- 25.1 We understand the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other School staff).
- 25.2 Work activities involving lone workers will be risk assessed. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response.

## **26 Training**

- 26.1 We ensure that guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 26.2 The level and frequency of training depends on the role of the individual member of staff.
- 26.3 The School maintains written records of all staff training.

## **27 Reporting requirements and record keeping**

- 27.1 There is a legal obligation to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**). Reporting is most easily done online at [www.riddor.gov.uk](http://www.riddor.gov.uk). Fatal and “specified” injuries can also be reported by calling 0845 300 9923. Further guidance in relation to RIDDOR reporting can be found on the HSE website.
- 27.2 The Head is responsible for ensuring that the School complies with its reporting and record keeping obligations.
- 27.3 The Head and H&S Administrator is responsible for reporting accident, diseases and dangerous occurrences to the HSE or enforcing authority.
- 27.4 If anyone at the School is known or suspected to be suffering from disease which is classified as a notifiable disease, and / or in the opinion of a registered medical practitioner has an infection and / or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority. More information can be found at: <https://www.gov.uk/government/organisations/public-health-england>.
- 27.5 The Head will also consider whether the School is required to report the accident incident to any other regulatory body or organisation.
- 27.6 The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any pupil or other child whilst in their care and act on any advice given.
- 27.7 Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.

- 27.8 Following an incident or accident the School will take all reasonable steps to collect and preserve relevant evidence and documentation.
- 27.9 The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations.
- 27.10 Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the School, documents (which includes electronic documents) will generally be retained for at least six years unless:
- 27.10.1 the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24<sup>th</sup> birthday, or;
- 27.10.2 the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and / or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.
- 27.11 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 27.12 Where there are specific record keeping requirements under this policy, these are set out below:
- 27.12.1 all reported breaches of this policy will be recorded and this record will be reviewed annually by Head.

## **28 Monitoring and internal investigation**

- 28.1 We monitor health and safety both actively and reactively. The Governing Body accept overall responsibility for, monitoring health and safety performance and for ensuring that the School meets the required health and safety standards.
- 28.2 At an operational level The Head is responsible for, monitoring and reviewing health and safety measures, reviewing risk assessments, accident books / reports and accident investigations at least once per term. Reviews should include a review of health and safety related complaints and sanctions taken against employees and / or pupils for health and safety breaches.
- 28.3 The Head is responsible for investigating accidents, incidents and work- related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.
- 28.4 The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.
- 28.5 Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation. No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement

from the School's insurers.

## 29 Version control

|                                       |                    |
|---------------------------------------|--------------------|
|                                       |                    |
| Date of last review of this policy LG | Sept 2023          |
| Date for next review of this policy   | Sept 2024          |
|                                       |                    |
| Policy owner (Board of Governors)     | Chair of Governors |
| Signature                             |                    |

## **Appendix 1 Guidance on risk assessment**

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control real risks - those that are most likely and will cause the most harm.

The law does not expect you to eliminate all risk, but you are required to protect people "so far as is reasonably practicable".

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### **Step 1: Identify the hazards**

First you need to work out how people could be harmed.

### **Step 2: Decide who might be harmed and how**

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors and contractors.

### **Step 3: Evaluate the risks and decide on precautions**

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities
- involving or consulting with workers.

### **Step 4: Record your findings and implement them**

Make a record of your significant findings - the hazards, how people might be harmed by them and what you have in place to control the risks. Any record produced should be simple and focused on controls.

If you employ five or more people, the law requires you to record your findings - download a template from the HSE website.

A health and safety checklist for classrooms can also be downloaded from the HSE website.

**Step 5: Review your risk assessment and update if necessary**

You should review what you are doing on a regular ongoing basis. When doing so, ask yourself:

- have there been any significant changes?
- are there improvements you still need to make?
- have employees or pupils spotted a problem?
- have you learnt anything from accidents or near misses?

## **Appendix 2 Guidance on RIDDOR reporting**

The School is obliged to report certain accidents, diseases and dangerous occurrences or near misses under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (**RIDDOR**):

### **Accidents involving staff**

The School will report:

- work-related accidents resulting in death or "specified" injury" (including as a result of physical violence) must be reported immediately (major injury examples include: any loss of consciousness caused by head injury or asphyxia; amputation)
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than seven days
- certain work-related diseases
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

### **Accidents involving pupils or visitors**


The School will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".

In determining whether the accident arose out of a "work activity", the School should consider whether the accident was caused by factors, such as:


- a failure in the way a work activity was organised e.g. inadequate supervision on an educational visit
- the way in which equipment, machinery or substances were used
- the condition, design or maintenance of the School premises.

Further guidance can be found in Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers (HSE, EDIS1 (revision 3), October 2013), and on the HSE website.

### Appendix 3 – Template Risk Assessment

|   |  |  |  |              |
|---|--|--|--|--------------|
|  <b>THE MAYNARD SCHOOL</b> | <b>Establishment/Department:</b>   |  | <b>Establishment Risk Assessment</b>                   | <b>RAA01</b> |
|   | <b>Address:</b>  |  |  |              |
| <b>Person(s)/Group at Risk</b>  |  |  | Date assessment completed:<br><br>Date to be reviewed: |              |
| <b>Activity/Task/Process/Equipment</b>  |  |  | Assessor(s):   |              |
| <b>Significant Hazard Section</b>   | <b>Control measures in place</b><br><br><i>Additional measures or actions not included in the column below should be put in the assessor's recommendations at the end of this document</i> |  |  |              |
|   |  |  |  |              |
|   |  |  |  |              |

## Appendix 4 – Template New & Expectant Mothers Risk Assessment

|   |  |   |  |
|---|--|---|--|
|    | <b>Establishment/Department &amp; Service or Team:</b><br><br>The Maynard School   | <b>New &amp; Expectant Mothers Risk Assessment</b>  |  |
|   | <b>Name and Address of Establishment:</b><br>The Maynard School, Denmark Road, Exeter EX1 1SJ  |   |  |
| <b>Person(s)/Group at Risk</b><br>New and Expectant Mothers and others effected by their activities   |  | <b>Initial Assessment Review Following Incident</b> |  |
| <b>Activity/Task/Process/Equipment</b><br>New and Expectant Mothers*<br>(*Pregnant, given birth within preceding 6 months or breastfeeding) |  | <b>Date of Assessment Assessor(s)</b>               |  |
| <b>Significant Hazard and possible Outcomes / injuries</b>  | <b>Control Measures in Place</b>   |   |  |
| <b>Access / Egress Section</b><br><br>e.g. Mobility may be impaired during later stages of pregnancy  | <ul style="list-style-type: none"> <li>• Seek to modify the individual's work task to avoid walking significant distances or traversing flights of steps</li> </ul>  |   |  |
| <b>Chemical Biological Exposure Ionising radiation* Section</b><br>(*applicable to science teachers and technicians only)                   | <ul style="list-style-type: none"> <li>• Exposure to R40, R45, R46, R49, R61, R63 and R64 chemicals to be restricted and the following additional measures put into place</li> <li>• Appropriate PPE to be worn, ensuring that these remain suitable as pregnancy progresses</li> <li>• Radiation Protection Adviser advice sought if member of staff comes into contact with radioactive materials in course of their work</li> </ul> |   |  |



|  |  |
|--|--|
| e.g. exposure to unborn child  |  |
| <b>Infection Control Section</b>   | <ul style="list-style-type: none"> <li>Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).</li> <li>The Royal College of Obstetrics and Gynaecology (RCOG) has published <a href="#">occupational health advice for employers and pregnant women</a>. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.</li> </ul> |
| <b>Display Screen Equipment Section</b><br><br>e.g. increased susceptibility to musculoskeletal disorders and deep vein thrombosis (DVT) | DSE assessment to be reviewed if applicable to ensure <ul style="list-style-type: none"> <li>Workstation should provide adequate adjustment to allow for increase in abdominal size</li> <li>Advice on posture to prevent musculoskeletal problems</li> <li>Adjust working practices to avoid continuous sitting at workstation</li> </ul>   |
| <b>Fatigue Section</b><br><br>e.g. fatigue from prolonged standing or physical activity  | <ul style="list-style-type: none"> <li>Avoid long periods of time standing</li> <li>Task modified to provide seating or more frequent rest periods</li> <li>Aspects of the work may need to be modified as physical capability will be reduced as a result of pregnancy</li> </ul>   |
| <b>Lifting and carrying loads section</b><br><br>e.g. musculoskeletal injury / weakening of the skeletal structure                       | <ul style="list-style-type: none"> <li>Amount of physical work associated with task reduced by alternative handling techniques</li> <li>Carrying heavy loads to be avoided and existing moving and handling risk assessments amended</li> </ul>  |

|   |   |
|---|---|
| <p><b>Out of hours working section</b></p> <p>e.g. long working hours or shift work patterns can affect the health of pregnant women</p>        | <ul style="list-style-type: none"> <li>• Allowances made for tiredness and nausea at early stages of pregnancy</li> <li>• Consult with occupational health and individual on modification to working hours/avoidance of night work</li> </ul>   |
| <p><b>Personal Safety/Lone Working Section</b></p> <p>e.g. violence or fear of violence can increase risk of miscarriage or premature birth</p> | <ul style="list-style-type: none"> <li>• If there is a perceived risk of violence or threat of violence/abuse - the role to be modified to reduce the risk to the individual and or make provision for staff to be available should support be required</li> <li>• Member of staff to always have a means of communication, either mobile phone or access to a land line</li> <li>• The building to be locked when working alone and no unauthorised person to be allowed in</li> <li>• A responsible person knows where the member of staff is and when they are due to return home</li> </ul> |
| <p><b>Slips, Trips and Falls Section</b></p> <p>e.g. increased risk of injury due to physical change or hormonal changes</p>                    | <ul style="list-style-type: none"> <li>• High standards of housekeeping maintained in work area</li> <li>• Individuals to inform manager if have difficulty negotiating stairs during later stages of pregnancy and appropriate measures to be taken</li> </ul>   |
| <p><b>Temperature / humidity Section</b></p> <p>e.g. lower tolerance to heat and humidity resulting in discomfort/fainting</p>                  | <ul style="list-style-type: none"> <li>• Temperature of the working environment to be suitably controlled</li> <li>• Individual may require access to fresh air for periods during the working day</li> <li>• Individual to have ready access to fresh drinking water</li> </ul>  |
| <p><b>Travel Health Section</b></p> <p>e.g. increased medical risk from business travel / poor posture or</p>                                   | <p><b>UK Travel</b></p> <ul style="list-style-type: none"> <li>• Travel arrangements should include adequate provision for rest breaks during the journey</li> <li>• Travel times chosen to reduce levels of fatigue</li> </ul>   |

|  |   |
|--|---|
| prolonged sitting increases risk of deep vein thrombosis (DVT)   |   |
| <b>Welfare Section</b><br><br>e.g. access to toilets to protect against risk of infection and kidney disease   | <ul style="list-style-type: none"> <li>• Provision of easy access to toilet facilities and more frequent breaks from work activity</li> <li>• Consideration given to providing access to quiet area where the individual can rest as necessary</li> </ul>   |
| <b>Working at Height Section</b><br><br>e.g. loss of agility and or balance  | <ul style="list-style-type: none"> <li>• Modify task to avoid aspects of working at height</li> </ul>   |
| <b>Work related stress Section</b><br><br>e.g. individual vulnerable to stress due to hormonal, psychological and physiological changes during pregnancy   | <ul style="list-style-type: none"> <li>• Monitoring and reduction of risks in relation to work demands, relationships with colleagues/manager and requirements of the role</li> </ul>   |
| <b>Breastfeeding might be interrupted when lactating mothers return to work:</b><br>Increased risk of reduction of milk supply or mastitis due to being present in workplace and therefore not breastfeeding | <ul style="list-style-type: none"> <li>• Allow lactation breaks (one 30 minute break every four hours) for expression of breastmilk for at least one year after childbirth and to adopt a flexible approach thereafter</li> <li>• Provide somewhere for hand washing which does not involve a toilet</li> <li>• Provide a private space with a comfortable chair and an electric outlet for operating the breast pump</li> <li>• Provide refrigerating facilities for safe storage of expressed milk. The milk should be clearly marked to prevent colleagues from opening the storage</li> <li>• All other staff members are requested to support their colleagues to breastfeed by adopting a positive and accepting attitude.</li> </ul> |

| Assessor's Recommendations - Additional Control Measures or Actions |  |                               |                    |
|---|--|-------------------------------|--------------------|
| Section   | List Actions / Additional Control Measures | Date action to be carried out | Person Responsible |
|   |  |                               |                    |
|   |  |                               |                    |
|   |  |                               |                    |
|   |  |                               |                    |
|   |  |                               |                    |
|   |  |                               |                    |
|   |  |                               |                    |
|   |  |                               |                    |

**Signed: School Business Manager/Headteacher .....** **Date.....**

The outcome of this assessment should be shared with the relevant staff.  
A copy of the completed assessment to be kept on file by the manager

## Appendix 5 - Health and safety policy summary

|  |  |  |           |
|--|--|--|-----------|
| This is the statement of general policy and arrangements for   |  | The Maynard School                     |           |
| Overall and final responsibility for health and safety is that of  |  | The Head                               |           |
| Day-to-day responsibility for ensuring this policy is put into practice is delegated to  |  | The H&S Officer                        |           |
| Statement of general policy  |  | Responsible person (position and name) |           |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities   |  | The Head                               |           |
| To provide adequate training to ensure employees are competent to do their work  |  | The Head                               |           |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health        |  | The Head                               |           |
| To implement emergency procedures - evacuation in case of fire or another significant incident   |  | The Head                               |           |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances |  | The Head                               |           |
| Health and safety law poster is displayed  |  | The School Toilets                     |           |
| First aid box and accident book are located  |  | The Main School Office                 |           |
| Accidents and ill health at work reported under RIDDOR   |  | The H&S Administrator                  |           |
| Signed   |  | Date                                   | Sept 2023 |
| Subject to review, monitoring and revision by  |  | Sept 2024                              |           |