



Claremont Fan Court School

Policy: Health and Safety

Policy statement: This is a whole school health and safety general policy statement including for the early years.

It should be read together with the Risk Management Policy, First Aid Policy, Educational Visits Policy, the Risk Assessment Policy and the Health and Safety Meeting Procedure.

Introduction: The School recognises its duty under the Health and Safety at Work Act 1974 and all subsequent regulations, for the welfare, health and safety of all its pupils, staff and visitors. The chair of governors, on behalf of all school governors, has overall responsibility for the implementation of the policy and will make the resources available to support the policy. A delegated governor will sit on the health and safety committee and report to all governors. The minutes of the meetings are submitted to all governors for review. This ensures transparency as all governors are made aware of the matters arising from the committee's work.

Coronavirus – COVID-19: The school further recognises its duty, under the government guidance, to include specific COVID-19 considerations within all aspects of health and safety during the COVID-19 pandemic. The senior leadership team will oversee this when formulating and implementing revised policy. Please refer to the COVID-19 annex at the end of this document for further information.

Health and Safety Committee: The school health and safety committee meets termly. The committee is chaired by the estate manager or the bursar and the members are:

- Staff teaching representatives from all three schools
- Support staff representatives
- Health and safety officer
- Science department representative
- Estate manager
- School nurses
- Heads on a rota basis
- Deputy/assistant heads on a rota basis
- Governor with responsibility for health and safety
- Bursar

The staff representatives have defined role descriptions and are briefed about their role on taking up their appointment.

It is the aim of the committee to ensure that:

- The working environment of all members of staff and pupils is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for first aid and welfare at work.
- All visitors, neighbours and contractors, who may be affected by our activities, are not unduly exposed to risks to their health and safety.
- Information, instruction, training and supervision are provided, as necessary, to secure the health and safety at work of all pupils, staff and visitors.
- Arrangements for the use, handling, storage and transportation of substances for use at work are safe and without undue risk to health.
- Adequate information is available with respect to substances used at work, and dealing with the conditions and precautions necessary to ensure that, when properly used, they present no undue risks to health or safety.
- The provision and maintenance of plant and systems of work are assessed to ensure they are safe and without undue risk to health.
- There is suitable provision for the safe and secure access to and from all working areas.

Organisation: the organisation of health and safety can be found at Appendix A and seeks to ensure that responsibilities for health and safety are clearly defined to all employees at every level.

Risk Assessments: These are carried out in all three schools at the start of each academic year and reviewed termly. Training on how to complete them is provided to staff through their heads, heads of department and heads of faculty. Each area of the school has a person responsible for the risk assessment. All offsite trips are assessed by the trip leader who prepares a risk assessment as part of the trip planning; the risk assessment is then reviewed by the head or assistant head. High risk trips will be reviewed at SMT in each school. Fire risk assessments are carried out by the caretaker with responsibility for this and reviewed by the health and safety officer, the bursar and the estate manager to check for completeness and compliance with current legislation. Legionella risk assessments are carried out by an external provider and a legionella management plan, consisting of a temperature monitoring, disinfection routines and staff training is implemented based on the findings. This is reviewed by the health and safety officer, bursar and the estate manager to check for completeness and compliance with current legislation.

Staff Induction and Training: The school staff induction programme for all staff will include aspects of health and safety including fire safety and the building evacuation plan. Regular training includes termly fire evacuation practices, fire extinguisher training and fire warden training. Staff are regularly reminded of the importance of signing in for work and robust pupil register maintenance for safety reasons.

Cooperation and Staff Responsibility: The governors and senior staff are responsible for policy but we want to include every member of staff, all pupils, visitors and contractors in our shared aim of providing and maintaining a safe and healthy work place. We plan to minimise known risks in school by careful selection and design of facilities, equipment and work practices and by providing effective risk management including training.

Pupils, staff, visitors and contractors are expected to act responsibly and to take care to prevent injury to themselves and others affected by their actions. We have designed policies and procedures for this reason and expect that pupils, staff, visitors and contractors will follow them whilst on site, especially with regard to;

- driving within the speed limit and parking safely on site
- the use of personal, protective equipment where appropriate
- being alert, aware, exercising self-control and common sense
- reporting concerns, defects and hazards promptly to facilities
- being aware that stress in the workplace can be hazardous and report a suspected case to the Head of School, Bursar or Head of HR

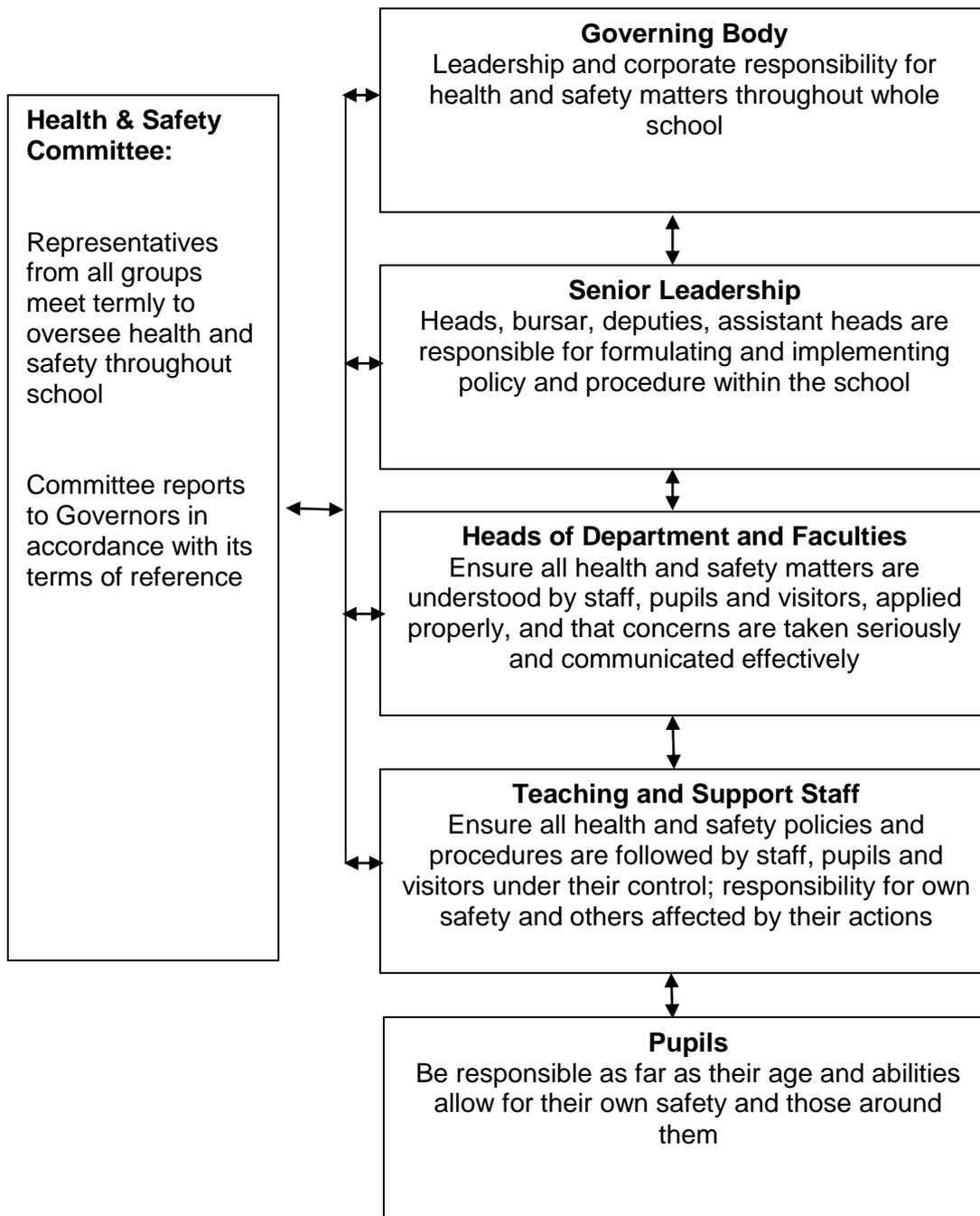
Visitors to the school receive a leaflet setting out their responsibility to familiarise themselves with safety on site. A breach by staff of the school's health and safety policy will give rise to disciplinary action. This includes not following safe systems of work designed to minimise risk for staff and pupils.

Accident Reporting: All accidents in school have to be recorded and reported to the health and safety officer and the care centre. More serious accidents are reported to the health and safety executive under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulation 1995 (RIDDOR). Submissions of RIDDOR are made by the health and safety officer. The health and safety officer and the nurses are responsible for maintaining all accident records. Records will be held for at least three years. Accidents and accident statistics are reported termly to the health and safety committee which reviews trends and monitors causes of accidents.

Evacuation: It is the school's priority to minimise the risk to life and of injury by maintaining the physical fire safety of buildings, ensuring that fire risks are identified and controlled and that fire evacuation procedures are understood and rehearsed. The fire safety policy and procedures and risk assessments are designed to help all members of the school community to respond safely and calmly should a fire occur in one of the school buildings.

Claremont Fan Court School

Organisation of Health and Safety



Health and Safety Policy COVID-19 Annex

Policy statement: This is an annex to the whole school health and safety policy to and should be read in conjunction with the main health and safety policy above.

Also refer to the COVID-19 risk assessment and the infection control policy.

Aim

To ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level.

Objectives

- To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance
- To provide safe working and learning conditions
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them
- To openly communicate on health safety and welfare

Statement

The school recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and others who may be affected by its activities.

Health and safety arrangements under COVID-19 will be implemented in line with health and safety legislation, and in consideration of government guidelines.

Health and safety management is an integral part of the school's operation and will be considered across all work activities and across the wide range of educational activities delivered.

Responsibilities of the school

Risk management

The school will apply and communicate sensible risk management and safe working practices. This will involve:

- Regular review and assessment of hazards and associated risks
- Implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures by senior leaders
- Provision of information, instruction, training and protective equipment to staff (and pupils where required)

- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.

In line with government guidance, the school will implement measures to ensure that the current government specified social distancing is observed across the site and in all buildings consistent with, and appropriate to, the numbers of pupils, staff and visitors in the school.

Hygiene

The school will maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors.

An enhanced cleaning regime has been established for the duration of COVID-19 as specified in the infection control policy.

Appropriate personal protective equipment (PPE) is available for emergency use, as specified in the infection control policy.

Communication and education

The school will ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19.

Pupils will be educated about COVID-19 and re-assured about the measures in place to protect themselves from it.

All staff and pupils will be encouraged and supported to show a proper personal concern for their own safety and for that of the people around them. Staff will be encouraged to exercise increased due care and attention and observe safe working methods.

The school will communicate regularly and effectively with staff and parents about the specific response to COVID-19.

Contingency planning

Contingency planning is in place for the following:

- Someone falling ill or demonstrating symptoms on site
- Deep cleaning in the event of an outbreak of COVID-19 on site.