



# Yarrells School & Nursery

## HEALTH AND SAFETY POLICY

Policy Lead (Position (and Initials)): **Director of Operations (JR)**

Date of Last Review: **June 2022**

Date of Next Review: **September 2023**

This Policy is written with reference to DfE and HSE recommendations and is to be considered alongside DfE non-statutory guidance – Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, staff and Governing Bodies (2013).

### Who is responsible for Health and Safety?

Under the Health and Safety at Work Act 1974 it is the employer that has responsibility for ensuring the Health and Safety of employees and also non-employees affected by work activities. The Act also places a duty on employees while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work, and to co-operate with their employer to enable them to perform or comply with their duties or requirements.

### Who is the employer in schools?

Category of school	Employer
<b>Community and Voluntary Controlled</b>	Local Education Authority
<b>Foundation and Voluntary Aided</b>	Governing Body
<b>Independent</b>	Proprietor

### Employees

Under the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work regulations 1999, employees must:

- take reasonable care of their own and others' Health and Safety
- co-operate with their employers
- carry out activities in accordance with training and instruction
- inform the employer of any serious risks.

### The Aim of this Policy

The aim of the Health and Safety Policy is to protect those who work in or visit the school and to prevent accidents. In particular it is the school's policy to ensure so far as is reasonably practicable that:

- there is a safe and healthy environment throughout the school.
- working practices which ensure health and safety are established for staff, pupils and others (such as employees from other organisations, contractors and volunteers) who visit or work on the premises.
- sufficient health and safety information, instruction supervision and training is provided for staff, pupils, employees from other organisations working at the school, contractors, volunteers, and visitors so as to ensure the health and safety of all who may be affected by their work or activities.
- Health and Safety standards and practices are regularly monitored and reviewed and where deficiencies are identified they are promptly rectified.

## ORGANISATION

### a) Responsibilities of the Proprietor

The Directors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified, the Directors have responsibility for ensuring that corrective action is taken. The Directors also have particular responsibility for:

- Ensuring that actions are taken to prevent injury to those who work in or visit the school.
- Ensuring that decisions of the Advisory Governing Body take account of, and comply with, the health and safety policy of the council;
- Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of Health and Safety legislation and any legal requirements relating to health and safety;
- Ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the Head at least every term;
- Ensuring that school premises, buildings and equipment for which they are responsible are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, users, visitors and contractors who may visit, use or work on the premises.
- Ensure a monitoring check is made, at least every term, to confirm that the weekly internal and quarterly, bi-annual and annual external inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that a report is provided to the Advisory Governing Body on the results of this check.
- Ensuring that risk assessments are reviewed and updated when required.

### b) Head

The Head has overall responsibility for the day to day management of health and safety in the school. In particular, the Head has the following responsibilities:

- To ensure that the health and safety standards are implemented and maintained at the school.
- To ensure that actions are taken to prevent injury to those who work in or visit the school.
- To ensure that all staff receive adequate health and safety training appropriate for their responsibilities and, in particular, that minimum staff training is implemented for relevant staff.
- Ensuring that where contractors are engaged to undertake work on school premises or buildings, CDM regulations are adhered to and an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, school staff, pupils or users at risk.
- Ensuring that where employees from other organisations are undertaking extended schools related activities, or similar, such work is adequately planned, organised and supervised and the personnel used have sufficient competence so as to ensure the health and safety of both those undertaking the activity/work and anyone who may be affected by it.
- Attending any required health and safety training provided by the school.
- To ensure that health and safety monitoring and inspection arrangements are implemented.
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely; having regard to the degree of supervision they will receive.
- To ensure for any off-site event or trip, organised by or on behalf of the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of staff and pupils, and that these arrangements at least meet any minimum standards specified by Health and Safety regulations.
- To ensure that, where required, school specific risk assessments are undertaken and recorded.
- To ensure that the health and safety requirements identified in the school's specific risk assessments are implemented.
- To ensure there are adequate arrangements for first aid, both on school premises and on outings or activities.
- Monitoring First Aid and ensuring that policy is adhered to.

**c) School Fire Safety Manager (Estates Manager)**

The Fire Safety Manager will have responsibility for overall planning and organisation of fire safety matters within the school. In particular s/he will:

- Ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Health and Safety Handbook for Schools and that practice fire evacuation drills are undertaken at least every term.
- Ensure that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation, the time taken to evacuate the premises, actions arising and ensuring that these are followed up.
- Instruct new members of staff in the fire procedure and their responsibilities, on their first day of employment.
- Ensure that all staff are aware of their particular responsibilities in the event of fire, including those leading extended school activities.
- Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival.
- Hold the most recent copy of the Fire Risk Assessment and Fire Safety Policy and ensure that these are updated.
- Carry out a written risk assessment for events that will take place out of normal school hours, within school premises, in conjunction with the teacher responsible for the event or with the external body responsible for the activity. See the school Facilities Hiring - General Terms and Conditions for further details.
- To ensure that staff are adequately consulted on health and safety matters and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated and trained accordingly.
- To feed back to the Health and Safety Committee about any concerns and suggestions from staff.

**d) Teaching Staff; Staff within Extended Schools Activities**

Teachers (including those leading extended school activities) within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular they are responsible for:

- Undertaking lessons and school activities in accordance with any national, local or school guidelines relevant to the health and safety of the staff, pupils and users.
- Ensuring that they are familiar with the school's fire procedure and their role in it.
- Maintaining good standards of housekeeping and cleanliness in the activities under their control.
- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced.
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used.
- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, a risk assessment is carried out and the lesson plan addresses any issues and is adhered to.
- Ensuring that any off-site outing or activity for which they are responsible only takes place following authorisation by the Head and in accordance with the Educational Visits Policy which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk.
- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils.
- Attending any required health and safety training provided by the school.
- Undertaking, as required by the Head, any formal health and safety monitoring or inspections, in order to assist the school in maintaining adequate health and safety standards.
- Reporting, promptly, any deficiencies in health and safety standards they are not able to correct, to the Health and Safety Manager and Site Management Team.

e) **Educational Visits Coordinator**

- Overseeing that any off-site outing or activity for which they are responsible only takes place following authorisation by the Head and in accordance with the Educational Visits Policy which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk.
- Overseeing that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils.
- Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.
- Annually reviewing the Educational Visits Policy.

f) **Health and Safety Manager / Estates Manager**

The Estates Manager is responsible, under the direction of the Director of Operations, to the Head for:

- Ensuring that school fire equipment and systems are adequately maintained and tested in accordance with the standards specified and that records are kept.
- Acting as the school's representative in any dealings with contractors who are to work at the school.
- Assessing the competence of any contractors who it is intended to use for undertaking work at the school, issuing a Permit to Work as required and monitoring the standards of health and safety whilst the work is undertaken.
- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Head and Director of Operations.
- Ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with council policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept.
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the specified standards and that records are kept.
- Ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken and records kept.
- Promptly arranging any necessary corrective action identified by health and safety inspections detailed above.
- Maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets.
- Ensuring that COSHH assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school water systems.
- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments.
- Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Director of Operations.
- Ensuring that s/he only undertakes work which is within his/her training or competence and, in particular, that s/he does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless s/he is both trained and authorised to do so.
- Arranging any necessary corrective action identified by health and safety inspections detailed above.
- Following up issues identified in H&S reports (e.g. Director) and ensuring that corrective action is taken.
- Implementing all corrective actions identified promptly to maintain the highest possible level of health and safety provision and ensure that the safety of our school community and others is not compromised; ensuring that the required records are kept.

- Maintaining records, and monitoring staff induction and training, relating to Health and Safety, ensuring that training and qualifications are kept up to date.
- Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments.
- Maintaining the school accident book and arranging for statutory accident reports to be completed.
- Overseeing the global risk assessment for the school, collating and monitoring staff risk assessments.
- To ensure that, where volunteers are used to give assistance to school activities or undertake work in school premises, such work is adequately planned, organised and supervised, and the volunteers used have sufficient competence so as to ensure the health and safety of both those undertaking the work and anyone who may be affected by it.

#### **g) Director of Operations**

The Director of Operations is responsible to the Head for:

- Monitoring the management of Health and Safety and Fire Safety at the school.
- Ensuring that health and safety monitoring and inspection arrangements, meeting the minimum standards specified are implemented and records kept, in order ensuring that health and safety standards are maintained and deficiencies are identified.
- Ensuring that CDM regulations are adhered to and an adequate assessment of the prospective contractors and work involved is undertaken and all procedures are followed.
- Following up issues identified in H&S reports (e.g. Director) and ensuring that corrective action is taken, implementing all corrective actions identified promptly to maintain the highest possible level of health and safety provision and ensuring that the safety of our school community and others is not compromised; ensuring that the required records are kept;
- Ensuring that requirements relating to COSHH are in place and that the required records are kept.
- Ensure regular premises checks are completed (e.g. fixed electrical, PAT, legionella) and ensure that the reports are acted upon, liaising with the Head
- Ensuring that all paperwork relating to asbestos, water safety, electrical testing, fire safety, risk assessment and any other areas identified are maintained to a standard required by regulatory bodies such as ISI.
- Formulating, monitoring and implementing the school Health and Safety Policy to comply with the requirements of the Health and Safety at Work Act and other legislation.
- Making regular reports to the Head on Health and Safety issues.
- Monitoring records and staff induction and training, relating to Health and Safety, ensuring that training and qualifications are kept up to date.
- Ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept.
- Overseeing and maintaining the SCR, ensuring DBS requests and all other required checks on personnel are carried out in a timely manner and clearly recorded, to ensure the highest possible level of safety and safeguarding of children. Through on-going CPD, maintain current and conversant knowledge of current guidance and legislation relating to the SCR and safeguarding.

#### **h) First Aid Coordinator**

- Ensuring that a list of first aiders is maintained, together with the dates for refresher training, arranging refresher training as necessary.
- Reporting to the Head on the need to train further first aiders in order to meet the minimum required for the school.
- Ensuring that notices displaying the name and location of first aiders are kept up to date.
- Annually reviewing the First Aid Policy.
- Monitoring the contents of First Aid boxes to ensure there are sufficient supplies and that everything is within date.

i) **Other School Staff**

All staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school and for drawing attention to any equipment or situation which could create a danger to themselves or others, reporting this to the Estates Manager. Staff should carry out a visual check on cables/plug of electrical equipment, prior to use. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

j) **Employees from Other Organisations Working within the School**

When employees from other organisations are working within the school or undertaking work as part of an extended school activity, they have a responsibility for undertaking their work in accordance with any instructions or training provided by the school. They are responsible for drawing attention to any equipment or situation which could create a danger to themselves or others and are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

k) **School Pupils**

All pupils at the school are required, having regard to their age, maturity and level of understanding, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

## **ARRANGEMENTS**

1. **STANDARDS AND GUIDANCE**

The school will adopt the practices or standards recommended by the Health and Safety Executive, IAPS, ISI, Department for Education and relevant British or European Standards.

2. **COMPETENT PROFESSIONAL HEALTH AND SAFETY SUPPORT AND ASSISTANCE**

Competent advice on health and safety issues is available to the school through various professionals including: Fire Safety Professionals, arboriculturalists, security etc.

3. **RISK ASSESSMENTS**

**General Risk Assessments**

The school risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be co-ordinated by the educational visits co-ordinator, following guidance contained in this policy, and are approved by the Head.

These risk assessments are available for all staff to view and are held centrally on the school network and on a web platform hosted by the local authority called EVOLVE.

Risk assessments shall be reviewed annually, or following significant changes to the activity or premises, or following an accident/incident, or following feedback from an interested party. Staff are made aware of any changes to risk assessments relating to their work.

Risk assessments shall take account of the individual needs of all employees, pupils, parents/carers, visitors and any other persons affected by the School's activities.

**Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or pupil, are held on that person's file and will be undertaken by an appropriate line-manager and approved by the Head. Such risk assessments will be reviewed on a regular basis by the Head.

It is the responsibility of employees to inform the Head of any medical condition (including pregnancy) which may impact upon their work.

It is the responsibility of pupils parents/carers to inform the Head and/or the office staff of any medical condition which may require support during school hours.

### **Curriculum Activity Risk Assessments**

Risk assessments for curriculum activities will be carried out by the responsible staff member, referring to the model risk assessments, and the office staff for advice if required.

Whenever a new course is adopted or developed, all activities are checked against the model risk assessments and significant findings incorporated into the course plan documentation.

See separate Risk Assessment policy for further details.

## **4. FIRE SAFETY AND FIRE PROCEDURE**

- The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the Estates Manager, or a member of staff nominated to deputise for the Estates Manager, on their first day of employment.
- Fire evacuation drills will be held each term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Estates Manager.
- Self-closing fire doors are provided to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled “fire door keep shut”. Automatic fire doors are also provided which will shut in the event of the fire alarm being actuated. Such doors are labelled “automatic fire door keep clear”.
- A copy of the fire safety risk assessment for the school is held by the Estates Manager. Included with the fire safety risk assessment is the overall fire safety policy for the school, which designates responsibilities to individual members of staff.
- See separate Fire Safety policy for further details.

## **5. ACCIDENTS AND FIRST AID**

- The school has sufficient first aiders and their names are displayed in the office, the kitchen, the staffroom and in the first aid room. Any injuries to children or staff must be reported to a first aider who will ensure that appropriate action is taken. Records of such injuries are kept in accordance with Health and Safety guidance.
- The contents of first aid boxes are maintained by the first aider coordinator.
- Accidents, ill health conditions and dangerous occurrences which fall within the RIDDOR statutory reporting requirements, will be reported by the Estates Manager and communicated to the Head, Director of Operations, Director and Board.
- See separate First Aid policy for further details.

## **6. CONTRACTORS**

- Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The school also has a standard set of rules for contractors which are notified to the contractor and form part of the contractual arrangements. These arrangements are documented in the Contractor Induction Pack and operated by the Estates Manager/Site Assistant, or another member of staff, who has been allocated to deputise for this role.
- Where staff, pupils or users become aware of dangers caused by contractors, these should be immediately reported to the Estates Manager/Site Assistant.

## **7. HEALTH AND SAFETY TRAINING**

All staff receive Health and Safety training relevant to their job. This ranges from reminders on manual handling, risk assessment etc. for general staff members to specific outsourced training for those with H&S responsibilities. All training is recorded.

## **8. SCHOOL TRIPS AND VISITS**

- Off-site visits and trips will only be undertaken where a risk assessment and written plan for the trip, detailing the health and safety arrangements and the level of supervision, has been produced and approved by the Head.
- Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations. Further requirements for off site visits can be found in the Educational Visits Policy and in the DfE guidance.

## **9. SCHOOL AND PUPIL SECURITY**

- The whole school risk assessment establishes the necessary security measures required for pupil and user safety.
- Measures in relation to building fabric are implemented on a progressive basis.
- All staff and pupils are required to assist in maintaining good standards of security on school premises.
- Security arrangements are monitored and reviewed regularly by the Estates Manager.

## **10. SMOKING**

Yarrells School operates a no-smoking policy applying to all staff, pupils, parents, visitors, work experience students and contractors when they are on the school site. The school site is an entirely smoke free environment and this includes the use of e-cigarettes and other tobacco products. Smoking is not permitted at any time anywhere in the school grounds including toilets, corridors, staff room or the car park.

At Yarrells we aim to provide an environment where good health is promoted for all and to raise awareness of the dangers associated with exposure to tobacco smoke.

No-smoking notices are prominently displayed around the site and anyone found smoking on the premises will be politely asked to leave.

All transport provided or contracted by the school is smoke free and will display compulsory signage as required by the Health Act.

Smoking is not permitted during school events held within or outside normal school hours anywhere in the school grounds or buildings.

Organisations and clubs who use the school premises within or outside normal school hours are expected to adhere to the school's no smoking policy.

All staff and parent helpers are expected to refrain from smoking on all school trips, activities and events.

## **11. MEDICAL SUITABILITY FOR WORK AND MEDICAL ARRANGEMENTS**

- Pre-employment medical surveillance is undertaken for all new staff, usually by means of a declaration on their application form.
- Confidential medical details are held in the strictest confidence. Information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be acted upon to avoid putting the employee or others at risk.
- Where a staff member becomes pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the school as soon as possible to enable a risk assessment to be undertaken and any special precautions needed to be implemented.

## **12. EVENING EVENTS AND USE OF SCHOOL PREMISES BY EXTERNAL BODIES**

- Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Head and a written risk assessment for the event will be drawn up by

the Estates Manager in conjunction with the teacher responsible for the event, or with the external body responsible for the activity. See the Facilities Hiring - General Terms and Conditions for further details.

- The risk assessment will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food.
- Where external bodies are responsible for the event, or activity, then the relevant requirements of the risk assessment will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

### 13. ELECTRICAL SAFETY

- The safety and maintenance of the school's electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Estates Manager who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.
- All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket will be subject to a combined electrical inspection and test and a formal visual inspection. The frequency of such inspections will be appropriate to the type of equipment concerned. Such equipment will be labelled with the date of inspection and a date of the next inspection due. The Estates Manager will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.
- Work on the electrical installation, or minor repairs such as fitting or changing plugs, or changing bulbs or tubes in lighting units, will be organised or undertaken by the Estates Manager/Site Assistant. Such work will only be undertaken when the relevant part of the installation has been isolated.
- Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of Completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.
- Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker.
- Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Estates Manager/Site Assistant as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30mA RCD.
- Work on the school's electrical installation by contractors will be undertaken in accordance with the school's standard rules for contractors.

### 14. WORK AT HEIGHT

Yarrells School recognises that working at height can present a significant risk to health & safety. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. The following arrangements are in place relating to working at height:

- When working at height, including accessing storage or putting up displays, staff are briefed to use appropriate stepladders or kick stools, not chairs, tables etc.
- Stepladders and kick stools shall be checked annually by the Estates department to ensure they are safe to use.
- The Estates department shall ensure all work at height is properly planned and conducted in an approved manner. Scaffolding to be hired when necessary.
- Pupils are not to use stepladders or kick stools.

- Contractors are to provide their own access equipment and their activities must be risk assessed before commencing work.

#### 15. **WORKPLACE TEMPERATURE**

Yarrells School recognises the importance of maintaining a reasonable temperature in all workplaces, in accordance with applicable legislation. In accordance with the Education (School Premises) Regulations (1999), the following minimum temperatures will be observed:

- Areas where there is a lower than normal level of physical activity (e.g. sick rooms): 21°C
- Areas where there is a normal level of physical activity (e.g. classrooms & canteens): 18°C
- Areas where there is a higher than normal level of physical activity (e.g. gyms & drama workshops): 15°C

NB: All classrooms shall be at least 18°C as children are less able to withstand low temperatures than adults. The Estates department shall ensure that regular checks are made of the room temperature.

#### 16. **OVER-EXPOSURE TO THE SUN**

Yarrells School recognises the risk to pupils of over-exposure to the sun and has made the following arrangements to minimise the risk:

- Parents/carers are encouraged to apply sun cream to their child at the beginning of the day during periods of hot weather.
- Pupils may bring to school a named bottle of sun cream to reapply at midday should they wish.
- Supervising staff are to ensure that during hot weather:
  - Pupils wear sun hats when outside.
  - Pupils are encouraged to drink plenty of water.
  - Pupils are encouraged to sit in shaded areas when outside.

#### 17. **CLEANING**

Yarrells School recognises the importance of maintaining clean and hygienic premises. The following health & safety arrangements are in place:

- A cleaning rota has been established for all areas of the school.
- A cleaning rota has been established for all school equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of pupils.
- All premises are to be cleaned and tidied at the end of the school day.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Outside sand pits are covered and cleaned/changed regularly.
- Dressing up clothes, display drapes, table ware and blankets are regularly washed.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- The Estates department holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

#### 18. **PERSONAL HYGIENE**

Yarrells School recognises the importance of promoting good personal hygiene practices. The following health & safety arrangements are in place:

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils are encouraged to use the toilets correctly.

- Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.
- Pupils are encouraged to place their hands over their mouths when they cough or sneeze.
- Pupils are taught to respect cultural differences that influence people's different attitudes to hygiene.
- Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

#### 19. **KITCHEN SAFETY**

The following health & safety arrangements specific to the kitchen areas are in place:

- The kitchen is out-of-bounds to all persons except kitchen staff.
- Environmental health regulations are to be enforced.
- The floors are to be kept dry and free from obstruction.
- Care shall be taken when handling heavy and/or hot items.
- Training in food preparation and handling is offered to appropriate staff.
- Food preparation and handling procedures are monitored and assessed regularly.
- Food preparation areas shall be kept clean and hygienic.
- Pupils are encouraged to eat a healthy and well-balanced diet.

#### 20. **VEHICLES ON SITE**

Vehicular access to the school, via the driveway, is for staff and visitors only. Access to the car park is to be kept clear for emergency vehicles.

Parents/carers must park safely on the driveway. If they are parking on public roads in the local vicinity of the school, they are regularly reminded to pay attention to parking restrictions and to respect the access requirements of our neighbours.

When pupils are dismissed via the rolling collection area on our driveway they must be controlled by an adult and delivered to their parent/carer's car safely. Parents/carers are regularly reminded to keep their children within their control for safety reasons when arriving at, and leaving, the school.

Staff arriving and leaving the school are to be particularly vigilant for the movement of unexpected children on the driveway and in the car park area.

#### 21. **DISPLAY SCREEN EQUIPMENT**

In accordance with the Health & Safety (Display Screen Equipment) Regulations (1992), as amended 2002, the following arrangements are in place to manage the risk to significant users of display screen equipment:

- A display screen equipment assessment shall be conducted by those members of staff it is relevant to, and reviewed annually, or following significant changes to their work activities, or following a report of deterioration of the user's eyesight or general health.
- Where assessments indicate a risk to the user, changes to their work activities, equipment or system of work shall be considered.
- Significant users shall be provided with training and information relevant to their display screen equipment and workstation usage in order to minimise risks.
- Significant users are entitled to an eyesight test every 2 years by a qualified optician, and corrective glasses if required specifically for display screen equipment use.

NB: Significant users are those who use computers for continuous / near continuous spells of an hour at a time or more.

NB: The regulations do not apply to display screen equipment used by pupils. However, it is good practice for staff to make sure pupils are aware how to correctly set up and use their display screen equipment in order to minimise risks.

## 22. **WORK ON MAINTENANCE OR IMPROVEMENT OF SCHOOL PREMISES OR FACILITIES BY VOLUNTEERS**

The school relies on, and greatly appreciates, assistance from parents/carers and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a risk assessment will be carried out in conjunction with the Estates Manager, to ensure the work can be undertaken safely. The risk assessment must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

## 23. **LONE WORKING**

Staff are encouraged not to work alone in school. Work carried out unaccompanied, or without immediate access to assistance, should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (e.g. working at height) should not be undertaken whilst working alone. Where lone working cannot be avoided staff should:

- Notify the school office on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency, e.g. access to a telephone or mobile telephone.
- When working off site, notify a colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Where necessary, contact appropriate emergency service and/or the Head, Director of Operations or Estates Manager.
- Report any incidents or situations where they may have felt unsafe or uncomfortable.

## 24. **Manual Handling**

Generic risk assessments for regular manual handling operations have been undertaken and are kept in on the school's network. Staff are provided with information on safe moving and handling techniques as part of their induction.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff shall be reported to the Estates department, and where such activities cannot be avoided a risk assessment shall be conducted to ensure such risks are adequately controlled. A copy of this risk assessment will be provided to employees who must follow the instructions given when carrying out the task.

### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling pupils is subject to inspection on a 6-monthly basis by a competent contractor.

## 25. **Staff Wellbeing**

Yarrells School recognises that the mental and physical well being of our employees is key to the running of a successful school and the service delivered to our pupils.

All employees must declare to the Head any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.

A staffroom has been provided for employees to take their breaks, rest periods and refreshments in.

Employees may discuss in confidence with the Head any personal health or domestic issue which they feel may impact on their role at the school.

Employees must report to the Head any incidents relating to staff wellbeing such as violence, intimidation, stress or bullying.

## 26. **Asbestos**

In accordance with the Control of Asbestos Regulations (2006), Yarrells School has made the following arrangements in order to minimise the risks pertaining to any asbestos that may have been used in the construction of the School's premises:

- A member of the Estates department is appointed as the Asbestos Authorising Officer.
- A full asbestos survey was conducted in July 2006.
- The asbestos survey and accompanying documents are located in the Estates Office.
- The asbestos survey shall be made available to all staff and contractors prior to any work commencing on the fabric of the building.
- All work on the fabric of the building shall be entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of any asbestos containing materials on site shall be conducted by the Asbestos Authorising Officer and recorded in the asbestos log.
- Staff are not allowed to drill into, or affix anything to, walls or ceilings without first obtaining approval from the Asbestos Authorising Officer.

## 27. **Legionella**

In order to minimise the risks from legionella, and similar waterborne bacteria, Yarrells School have made the following arrangements:

- A full water risk assessment was completed for the school in May 2018 and shall be reviewed annually, or following any significant change to the water supply, and related, systems.
- A member of the Estates department is responsible for ensuring the following control measures are introduced and regularly conducted:
  - Identifying and regularly flushing rarely used water outlets on a weekly basis and after school holidays.
  - Conducting monthly water temperature checks.
  - Disinfecting and descaling showers, and other areas where water droplets may form, on a quarterly basis.
  - Ensuring the school's water supply systems are regularly inspected and maintained by a competent contractor.
- Any contractors working on the school's water supply, or related systems, must ensure that they have taken into consideration measures to minimise the risk from legionella.

## 28. **HEALTH AND SAFETY INSPECTION, MONITORING AND AUDITING**

- In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is coordinated by the Director of Operations. Records are available in the Estates office for any governor or senior member of staff to view at any time.
- A termly inspection by the Health and Safety Board member will be reported to the Advisory Governing Body and necessary actions followed up.