



## **Health and Safety Policy**

## 1. Monitor and Review

This Policy will be monitored by the Headteacher and the Governing Body for The Reach Free School. It will be reviewed annually by the Governing Body.

**Created:** January 2013

**Revised:** September 2023

**Ratified by the Governing Body:** October 2013

**Date of Last Review:** September 2023

**Date of Next Review:** September 2024

Change History	Date	Change(s) Made	Change Author	EDI
V2.6	Sept 2023	Policy reviewed, minor changes to section 5.11.	RBO, MES, RLO	Yes
V2.5	Sept 2022	Minor changes to the policy to reflect the changing responsibility of the staff in the Caretaking team - next review discuss possibility of those qualified with the enhanced first aid qualification	MES	Yes
V2.4	Sept 2021	Minor changes to the policy to reflect the changing responsibility of the staff including the Admin and Finance Manager and the caretaking team.	RBO	
V2.3	NA	Combine sections 4.18 and 4.30 both on Manual Handling and added section 4.31 on contacting next of kin.	RBO	
V2.2	NA	Changes to the policy including adding section 3 on the legislation this policy relates to and adding sections 4.30 and 4.31.	RBO	
V2.1	NA	Minor amendments to the policy	RBO	
V2.0	NA	Minor amendments ahead of move to permanent site	RLO/ RBO	
V1.4	NA	Add reference to the Minibus Policy, CLEAPSS, amended 3.17 as the school is not currently letting the premises and revised 3.20 to reflect the current arrangements for break and lunchtime.	RBO	
V1.3	NA	Added references relevant to the role of the Caretaker	RBO	
V1.2	NA	Addition of section on extreme hot weather	RBO	
V1.1	NA	Policy amended to refine duties and responsibilities	RBO	
V1.0	NA	Policy created	NSI	

## 2. Purpose:

**2.1** This Health and Safety Policy deals with the aspects of health, safety and welfare over which the Headteacher and The Reach Free School Governing Body have control.

**2.2** This Policy is written specifically for the benefit of staff and pupils at The Reach Free School. Copies of codes of practice and other information on health and safety matters are kept by the School and by the health and safety representative, and are readily available for all staff to refer to.

**2.3** The continuing Policy of The Reach Free School is to conduct its operations in such a manner as will ensure, as far as reasonably practicable, the health, safety and welfare at work of staff, pupils and others on the site.

**2.4** All staff have an important part to play in implementing this Policy. In particular, they have a duty to take reasonable care for the safety of themselves and anyone else who may be affected by what they do or fail to do. Staff also have a responsibility to co-operate with others carrying out their own duties.

**2.5** All pupils have an important part to play in implementing this Policy. In particular, they should take reasonable care for the safety of themselves and anyone else who may be affected by what they do or fail to do.

## 3. Principles

The Headteacher and Governing Body, in seeking to ensure that everything reasonably practicable is done to safeguard the health, safety and welfare of all those using the site, will:

- establish and maintain a safe and healthy place of work for pupils, staff and others
- provide information, instruction and supervision so that staff and students can work safely, avoiding hazards to themselves and others
- set up effective procedures to be used in cases of fire and other emergencies which involve evacuating the building
- set up procedures to be followed in the event of an accident
- provide adequate welfare facilities.

## 4. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with the school's funding agreement and articles of association.

## **5. Implementation**

### **5.1 Accident Reporting**

Accidents will be reported in accordance with The Reach Free School's reporting procedure, and stored electronically on the management information system. The details of each accident will be reviewed to see what action can be taken to prevent a recurrence. A weekly Health and Safety report is provided by the Admin and Finance Manager to the Headteacher and Deputy Headteacher.

### **5.2 Advice**

Staff seeking advice on safety issues should contact the Headteacher or the Caretaker in their capacity as the health and safety representatives. If the matter cannot be resolved locally, the Headteacher or caretaking staff will contact the necessary specialist health and safety organisation.

### **5.3 Children with Special Needs**

The Reach Free School has developed or adopted policies for meeting the needs of children with asthma, severe allergic reactions, etc.

### **5.4 Contractors**

Maintenance/construction work on site will be monitored by the caretaking staff to make sure that it is carried out without risk to staff or pupils. Contractors appointed by The Reach Free School will be asked and expected under the conditions of their contract to abide by the safety guidelines.

### **5.5 Curriculum**

Health and safety in specific subject areas will be based upon sound advice and best practice: for example, Science, Technology and Physical Education.

### **5.6 Display Screen Equipment**

Display screen equipment will be used in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

### **5.7 Drugs and Medicines**

Drugs and medicines will be controlled and administered in accordance with national guidelines.

### **5.8 Electricity**

All portable electrical equipment used at The Reach Free School must meet the relevant British Standard and will be inspected and tested as required by the Electricity at Work Regulations. Any equipment found to be defective will be removed from use until repaired and re-tested. Staff are encouraged to make visual inspections each time they use equipment so that any defects can be quickly found and dealt with.

### **5.9 Equipment**

PE equipment is visually inspected annually by the Head of Physical Education or a specialist contractor, and playground equipment is inspected as required. Staff supervising PE activities will be instructed to carry out a brief visual inspection of the equipment each time it is used. Playground equipment will be inspected on a regular basis by the Caretaker. Defects found in any equipment will be reported for urgent repair, and the equipment will be withdrawn from use until made safe.

### **5.10 Fire Precautions**

The Reach Free School has drawn up an emergency plan to meet the requirements of the Fire Precautions (Places of Work) Regulations 1997. All staff will be made aware of the plan which gives details of the action to be taken in the event of a fire, and an evacuation practice will be carried out each term at a time to be decided by the Headteacher. A Fire Register will be kept giving details of weekly checks of fire precautions equipment, as well as fire drills and staff training.

### **5.11 Fire Extinguishers**

Staff able to use fire extinguishers will be given training, although in the event of a fire the first priority will be to escort children safely from the building. There will be an annual inspection of fire extinguishers and the caretaking staff will carry out visual inspections of the extinguishers on a weekly basis to ensure that they are in good order, and will arrange for any necessary maintenance to be carried out as quickly as possible.

### **5.12 Fire Evacuation Notices**

Notices giving details of the nearest fire exit are displayed throughout The Reach Free School. Staff must use the nearest available exit and assemble the children at the pre-determined fire assembly points.

### **5.13 Fire Doors**

Fire doors will be kept in a closed position and not propped open.

### **5.14 First Aid/Welfare**

The Reach Free School has a designated School Nurse and First Aiders. The School will always have one member of staff who is trained in first aid on site at all times.

### **5.15 Hazardous Substances**

All chemicals and other products known to be hazardous, and any processes which create dust or fumes, will be assessed in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations. The Reach Free School will ensure that written information on the correct use and storage of each product is made available to the staff concerned. Whenever possible, substances creating a hazard will be replaced with safer alternatives. For more information see the COSHH policy. For hazardous substances used for the Science curriculum the relevant Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) guidance will be followed.

### **5.16 Induction**

The induction process for all new staff will include training and instruction in The Reach Free School Health and Safety policies and procedures.

### **5.17 Lettings**

Lettings are organised by the School's Admin and Finance Manager and there is a separate Community Use Agreement which includes details regarding health and safety.

### **5.18 Minibus**

All minibuses owned by The Reach Free School will be regularly serviced to ensure there are no known defects. All minibuses owned by the school are able to be driven on a driving licence and

do not require the additional D1 aspect associated with larger minibuses. All staff who volunteer to drive the school minibuses undergo an awareness and familiarisation session by a qualified MIDAS instructor prior to taking pupils out a public highway and must abide by the Minibus Policy of the school.

#### **5.19 Playground Safety**

Pupils are supervised at all break and lunchtimes by staff and the Senior Leadership Team. The school has a Duty Rota in place for both break and lunch time.

#### **5.20 Risk Assessments**

As required by the Management of Health and Safety at Work Regulations 1999, assessments will be made to identify any risks to employees and others resulting from, for example, carrying heavy or awkward loads or the use of visual display equipment. When significant risks are identified the assessment will be recorded in writing.

Everything reasonably practicable will be done to minimise or remove the risks, and written assessments will be reviewed at least annually. Where appropriate, training will be provided on issues such as correct manual handling techniques and the use of display screen equipment.

#### **5.21 Exposure to the Sun**

Care will be taken to protect pupils from prolonged exposure to the sun on very hot days. Shade and drinking water will be made available.

#### **5.22 Extreme Hot Weather**

If the ambient temperature is between 31 and 35 degrees Celsius and the relative humidity is over 30 per cent, planned vigorous, sustained activity may be limited in intensity or duration to less than 60 minutes per session.

If the ambient temperature is over 36 degrees Celsius and the relative humidity is over 25 per cent, planned vigorous, sustained activity may be postponed to a cooler part of the day or even cancelled.

#### **5.23 Swimming**

Swimming lessons may be arranged as part of the Physical Education curriculum, and will be delivered off site by trained instructors.

#### **5.24 Training**

All members of staff are encouraged to undertake health and safety training in matters relating to their work and subject area. This training is considered a priority by The Reach Free School's Governing Body and has its full support.

#### **5.25 Vehicles on The Reach Free School Premises**

All vehicles should be driven carefully and considerately around the school site. Whenever necessary, action will be taken to enforce this. Deliveries will, whenever possible, be organised for times when pupils are in class. Vehicles are not permitted to enter areas where pupils are moving freely about.

#### **5.26 Violence to Staff**

All violent incidents relating to, or involving staff, including verbal abuse, are to be reported to the Headteacher for recording and investigating. The Reach Free School will follow the Behaviour Policy and guidelines issued by the DfE for dealing with violent incidents or any relevant staffing policy.

#### **5.27 Educational Visits**

Staff involved in proposed educational visits will be required to complete the necessary trips pack and complete a risk assessment of the journey, event and location. These are then approved by

the Deputy Headteacher for Inclusion. Overseas and residential visits are signed off by the Headteacher and will only take place if approved by the Governing Body.

### **5.28 Visitors**

All visitors are required to report to reception and sign in using the visitors' registration system and wear a Visitors' Pass while on site, handing it in when they sign out and leave. When it is considered necessary, they will be met, or escorted to their destination.

### **5.29 Working at height**

The school will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Caretaking staff have conducted certificated working at height training
- The caretaking team retain ladders for working at height
- Pupils and most staff, except the caretaking team and Headteacher, are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

### **5.30 Manual Handling**

Every precaution will be taken to prevent injury to staff and it is the responsibility of the Caretaker or installation company to distribute heavy items to the desired location.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that lifting an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held firmly and close to the body. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

### **5.31 Contacting Next of Kin**

The school reserves the right to contact an employee's next of kin in the event of an incident, illness or injury at work.

## **6. Duties and Responsibilities**

The Governing Body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

**6.1** The Governing Body has a responsibility to ensure that:

- sufficient funds are made available to deal with any work required for health and safety reasons

- the Headteacher, in conjunction with the Finance and Resources Committee, prepare a Health and Safety Policy and ensure that it is followed and regularly reviewed and updated
- reasonable steps are taken to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to school day-related activities on or off the school premises
- suitable and sufficient risk assessments of work activities are undertaken, and a written record of the assessments is kept
- inspection reports, including those from health and safety representatives, are considered and acted upon
- goods purchased from The Reach Free School's budget conform to the relevant standards
- all accident and violent incident reporting procedures are followed, and that accidents and violent incidents are investigated in order to try to prevent a recurrence
- the School has the resources for training staff in first aid, fire fighting and other aspects of health and safety
- external health and safety representatives carry out inspections, including preparing reports, as required and following a specific incident
- an annual Health and Safety Report is published.

## **6.2** The Headteacher has a responsibility to:

- produce The Reach Free School's Health and Safety Policy and objectives as agreed by the Governing Body
- ensure suitable risk assessments of work activities are undertaken, that a written record of the assessments is kept, and that the assessments are reviewed as necessary
- be the focal point for day-to-day matters relating to health and safety
- ensure that sufficient safety equipment, including fire fighting and first aid equipment, is provided to the correct standards
- ensure that the site and building are inspected termly
- co-ordinate the introduction and use of any new safety procedures, and insist on safe working practices by all site users and/or visitors, including those working practices followed by contractors whether those contractors are engaged by the School or its associated partners
- ensure that the emergency procedures are regularly tested
- provide protective clothing needed to protect staff and pupils from hazards
- report, as a matter of urgency, any hazards needing the attention of the Governing Body, keeping the health and safety representatives fully informed
- make recommendations to the Governing Body on ways to improve health and safety standards
- carry out regular inspections of the site. Keep informed of accidents and dangerous occurrences and look for ways of preventing a repetition
- carry out termly checks on the emergency procedures, and from time to time review the first aid cover
- consult with external health and safety representatives and inform staff of health and safety matters
- make sure that safety information is passed on to staff, and that they receive the training approved by the Governing Body
- keep the Governing Body regularly informed of health and safety matters. Consult and involve external representatives in all matters relating to the health, safety and welfare of staff
- Write an annual Health and Safety Report to the Governing Body.

**6.2.1** The Headteacher is able to nominate a member of staff to undertake some or all of these duties but will remain responsible to the Governing Body for ensuring they are carried out.



### **6.3** The Caretaker has a responsibility to:

- ensure that the site and equipment are regularly inspected and maintained to the highest standards and that cleaning and maintenance chemicals are kept in a safe condition and safely stored
- take immediate action to deal with hazards as they are found.
- carry out regular inspections of the site, including the intruder and fire alarm systems.

### **6.4** Staff holding positions of responsibility have a responsibility to:

- ensure that safety policies and codes of practice are followed by all site users and/or visitors
- insist on safe working practices being followed by all site users and/or visitors, including those working practices followed by contractors whether those contractors are engaged by the School or its associated partners
- inform the correct channels if they are unable to take the necessary action to deal with a safety hazard
- deal with any health and safety matters raised by members of staff, and refer any that cannot be resolved to the Headteacher
- carry out regular inspections of the area of responsibility. Report any problems to the Headteacher and the health and safety representative, and suggest ways of improving safety standards
- ensure, as far as possible, that staff have all the information and training they need to work safely and avoid hazards for themselves and others.

### **6.5** Other members of staff have a responsibility to:

- understand and follow the emergency procedures for fire, bomb scares and first aid
- adopt safe working practices
- make full use of any protective clothing or equipment provided
- make recommendations for improvements to safety standards
- co-operate with others in promoting safety standards

### **6.6** Visitors to the site have a responsibility to:

- respect and follow any instructions given by members of staff
- follow the emergency procedures for evacuating the building
- respect and apply the School's security procedures
- take reasonable care of themselves and others
- report any matters of concern to a member of staff.

### **6.7** Contractors on site have a responsibility to:

- work safely and in accordance with the Contractor's Safety Guidelines
- follow the emergency procedures for evacuating the building
- respect and apply the School's security procedures
- take reasonable care of themselves and others
- report any matters of concern to a member of staff.

## **7. Responsibility for Implementing the Policy**

### **7.1** Management

The Headteacher and Governing Body are responsible for dealing with health and safety matters arising at The Reach Free School.

### **7.2** The Caretaking team and members of staff holding positions of responsibility

The Caretaking team and all members of staff with a responsibility for others have a duty to implement this Policy as far as they are able and to bring to the attention of the Headteacher any concerns affecting the health, safety and welfare of those for whom they are responsible.

### **7.3 All staff**

All staff must take reasonable care of their own health, safety and welfare, and have a duty to avoid doing anything likely to endanger themselves or others. They must also use any equipment and follow any procedures set to ensure their health, safety and welfare.

**7.4.** Health and safety issues can be raised at any time with the Headteacher or the health and safety representative. Health and safety matters are also dealt with in staff meetings and training days.

**7.5** The Governing Body will review the annual Health and Safety Report in the Autumn term.

### **8. Links with other policies**

All policies provided by The Reach Free School should adhere to the health and safety guidelines set out in this Policy. This Policy links very closely, however, with the First Aid, Fire Safety and Premises Management Policies.