



Two Boats School

Health and Safety Policy

Health & Safety Policy

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Health and Safety Policy Statement

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Named Persons

Head teacher – Farah Quinn
Deputy head -
Health & Safety Representatives – Farah Quinn,
First Aiders – Alex Britten, John Carthew, Colin Duncan
Fire Marshals – Farah Quinn, Carolyn Yon

Health and Safety Policy Statement

The school recognises its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work. We recognise the importance of ensuring the health, safety and welfare of our staff and pupils and fully accept our obligations to both staff and others who may be affected by our activities within Two Boats School.

Without prejudice to the generality Two Boats School will ensure that:

To meet these obligations, we will:

- The site is maintained in a safe condition and without risk to health
- Ensure that health and safety is embedded into all our activities and that effective health and safety management systems are in place
- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health
- Equipment and systems of work are safe and without risks to health. Consult our staff on matters affecting their health and safety
- Promote a positive health and safety culture where staff and their representatives are able to raise health and safety issues and are empowered to work safely
- Provide information, instruction and supervision for staff to enable them to do their work safely
- Ensure all staff are competent to do their tasks, and are given adequate training through information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school
- Provide an environment in which staff can work without fear of violence, intimidation or threats;
- The handling and storage of substances will be safe and without risk to health
- Regularly review our health & safety performance by monitoring and auditing.
- There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors

We are committed to continuous improvement in health & safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff, visitors and pupils; this will be achieved by:

- Effective leadership by governors, the Head Teacher and senior staff
- Participation of all staff; and
- Open and responsive communication

The successful implementation of this policy requires total commitment at all levels. Every staff member will be made aware of this statement; a copy will be displayed in the staff room and it will be available on our website. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

It is only by securing a total commitment to health, safety and welfare matters from those who work for, or on behalf of Two Boats School that the high standards we set ourselves will be achieved.

Please see the AIG Health and Safety Policy for full guidance on the policy that governs the procedures outlined below.

The persons with specific responsibilities for health and safety are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

Part 2 – Organisation

Organisation/Responsibilities

All staff within Two Boats School takes seriously the need to ensure the health, safety and welfare of everybody within this service. Details of individual responsibilities for health and safety:

Named Persons

Head teacher – Farah Quinn
Assistant Head – Carolyn Yon, Sophie Collard
Health & Safety Representatives – Farah Quinn,
First Aiders – Colin Duncan, John Carthew, Alex Britten
Fire Marshals – Farah Quinn,

Head Teacher

The Head teacher will ensure that:

- A school health and safety policy is produced and that the policy is regularly reviewed and revised as necessary
- Risk assessments of work activities are undertaken, that a written record of the assessment is kept and that the assessments are reviewed regularly
- Safe systems of work identified via risk assessment or to comply with national standards/guidance are monitored to ensure they are followed and effective
- Information and advice on health and safety is acted upon and circulated to staff. In particular the health and safety manual is kept in the staff room so that it is available for all staff.

- A termly safety inspection is undertaken
- Co-operates in meeting the legal requirements in respect of monitoring of health and safety practice and procedures
- Staff are competent to undertake the tasks required of them and that they have been provided with the necessary training, equipment or other resources to enable the task to be undertaken safely
- If he/she delegates health and safety duties to an individual, normally referred to as the health and safety co-ordinator, they ensure that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.
- Promote a positive health and safety culture and lead by example.
- Ensure that arrangements and procedures are in place to protect the health and safety of staff, pupils and others.
- Monitor and review health and safety performance and take remedial action if required
- Monitor accidents, incidents and near misses and investigate thoroughly, taking action where needed.
- staff carry out their health and safety duties and responsibilities.
- Ensure that appropriate resources are available to meet health and safety objectives.
- To be familiar with all current Health and Safety legislation which may affect their role.
- Seek professional advice as necessary.
- Take appropriate action under established disciplinary procedures for any staff failing to comply with their safe working duties and responsibilities.
- Ensure that all staff, pupils and visitors are provided with adequate safety information, instruction and training to enable competency to minimise risks.

Assistant Head Teacher

- Support the Head teacher and carry out the duties detailed above in their absence.
- Develop and implement arrangements and procedures to protect the health and safety of staff, pupils and others.
- Undertake risk assessments as appropriate and ensure that suitable controls are in place.
- Put forward suggestions to improve health and safety controls to the Head teacher.

Health and Safety Co-ordinator

The health and safety co-ordinator will:

- Receive all health and safety information sent to the school and disseminate the information to staff as necessary
- Advise the Head teacher on action required to comply with relevant health and safety legislation

- In consultation with Head teacher , set timescales/ensure work is carried out to meet the requirements of health and safety legislation
- Carry out the termly safety inspection

All Staff Responsibilities

All employees must:

- To work safely and efficiently
- To attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.
- To assist as required with the carrying out of risk assessments in their area of responsibility.
- To report to the Deputy Head Teacher and/or Line Manager if for any reason instructions on health & safety cannot be implemented.
- To cease work where there is imminent danger of harm, and to report immediately to the Deputy Head Teacher and/or Line Manager.
- To carry out visual checks on portable electrical equipment prior to use, and to operate such equipment in accordance with instruction.
- To report to the Deputy Head Teacher and/or Line Manager, equipment defects.
- To report anything where maintenance or repairs are necessary.
- To report all hazards, accidents, near misses and incidents, whether or not they result in injury or property damage, in accordance with the Children and Young Peoples Service procedure.
- Not to interfere with, or misuse, anything provided for health, safety or welfare.
- To seek and offer advice as appropriate to improve health and safety performance.
- To behave in a manner at all time so as not to put themselves or others at risk to their health and safety, by what they do or fail to do.
- To undertake on an annual basis, the 'In the line of fire training'.
- Take responsible care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work
- Report immediately, or as soon as practicable, any defects noted with equipment or the workplace generally to the Head teacher or health and safety co-ordinator
- Not misuse anything provided for health and safety purposes
- Report any accident, near miss accident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents
- Cooperate with management in respect of complying with health and safety requirements

Caretakers/Cleaners

- Have the responsibilities indicated for all employees.

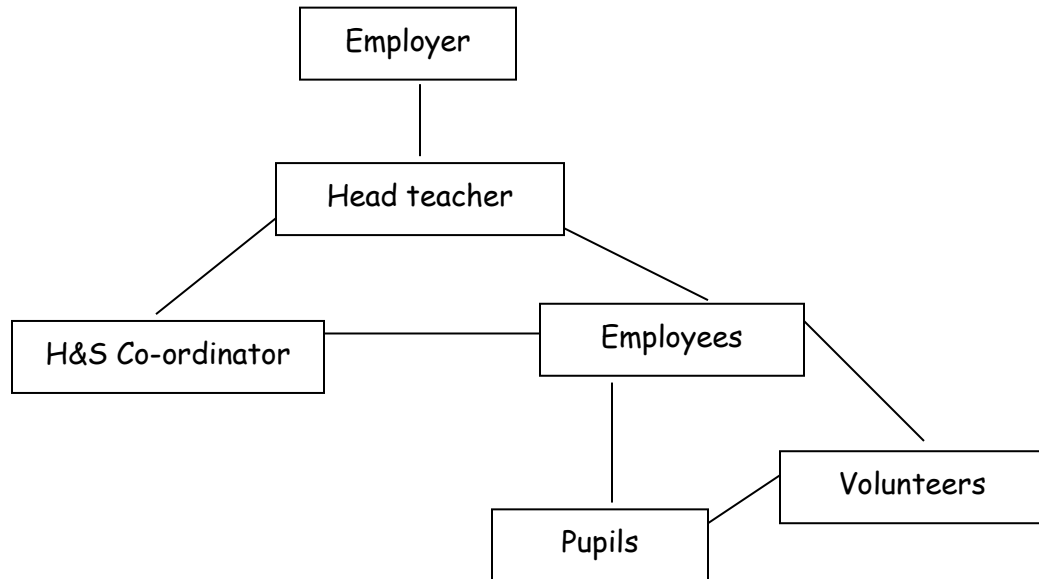
Pupils

Pupils are expected to:

- Comply with school rules relating to general behaviour

- To take note of and comply with information provided for safety with regards to activities undertaken
- In cases of emergency to remain quiet, listen and obey instructions given by staff
- Not to misuse anything provided for health and safety purposes

School Structure and Lines of Communication



Arrangements for Health, Safety and Welfare

1. Accident, Injuries /Incidents

Definition: an accident is any unplanned event which results in, or might have resulted in, personal injury or damage to property or equipment.

- Injuries should be dealt with by a named first-aider and should be reported to the Head Teacher/SLT.
- where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the nominated first aider. The appointed person will decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance. In cases involving pupils, the parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.
- For cases involving injuries to pupils that are less serious, e.g. sprains, strains, cuts etc. parents/carer will be contacted and advised of the situation and asked to take pupil to hospital/GP.
- In other cases, e.g. where no injury is visible or a pupil bumps their head, the pupil will be observed. If concerns increase medical attention may be obtained but in all cases the parents will be advised of the injury.
- **Injuries involving bleeding** - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept *in/next to* the first aid box.

1.1- Recording

- Any accident where first aid is administered is to be recorded Accident/Incident Report form located in the main reception office. The Head teacher/SLT should be notified.
- Near misses will also be recorded. A near miss is an incident which could have resulted in a serious accident.
- For any serious accident an investigation will be carried out and a report completed and escalated to AIG if appropriate.
- A review of accidents, incidents and near misses should be undertaken by the Health and Safety representative every half term and actioned accordingly.

1.1 PUPILS

All incidents to pupils are to be recorded in the schools accident book, which is kept in the office. Any accident to a pupil that relates in a fatality or their being taken to hospital, whether by

ambulance, with a member of staff is to be telephoned by the manager of the premises to the **Health and Safety Executive 0845 300 99 23** within 7 days of the incident.

1.2 STAFF

All accidents to staff are to be recorded on the accident/incident form. Any accident to staff that results in a serious injury or fatality are to be telephoned by the manager of the premises to the: **Health and Safety Executive 0845 300 99 23** within 7 days of the incident.

1.3 VISITORS

All accidents to visitors that result in either a fatality or the visitor to be taken from site to hospital must be telephoned by the manager of the premises to the **Health and Safety Executive 0845 300 99 23** within 7 days of the incident. An incident form must be filled in and kept on record.

1.4 NEAR MISS INCIDENTS

For any near miss incidents, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. Where the incident is a notifiable dangerous occurrence, they are to be telephoned by the manager of the setting to the **Health and Safety Executive 0845 300 99 23** within 7 days of the incident.

1.5 Violence

The definition of accident includes the act of non-consensual violence done to a person at work. The term non-consensual violence has been used to exclude injuries arising from situations where the injured person has agreed to the violent act taking place i.e. injuries arising from certain sporting activities. Any act of non-consensual violence, which involves a serious injury, broken bone, fatality or hospitalisation, is to be telephoned to the: **Health and Safety Executive 0845 300 99 23** by the manager of the premises within 7 days of the incident. An accident/incident form must be filled out and kept on file.

2. First Aid

The school will try to exceed the basic recommendations for first aiders made by the council. This being for a minimum of two nominated first aiders, nominated first aiders being members of staff who hold a first aid at work certificate through attendance on a four day first aid at work course.

All staff have completed training in Emergency First Aid at Work

The list of nominated first aiders is displayed on notices around the school or available from the office.

First Aid Boxes

A First Aid box is kept in the Reception office, the kitchen, the swimming pool and the Vocational areas.

- First aid boxes to be stocked as recommended by official documentation.

- a) One Guidance leaflet
- b) Twenty individually wrapped sterile adhesive dressing - assorted sizes
- c) Two sterile eye pads
- d) Four individually wrapped triangular bandages – preferably sterile
- e) Six safety pins
- f) Six medium sized individually wrapped sterile non medicated wound dressings
- g) One pair of disposable gloves

- First aid boxes are checked termly to ensure items are not used after the expiry date.
- Contents of the boxes are replenished as soon as possible after use.

Travelling First Aid kits should be appropriate for the circumstance in which they are to be used. The following items should be included:

- a) One Guidance Leaflet.
- b) Six individually wrapped sterile adhesive dressings.
- c) One larger sterile unmediated dressing (approx. 18 x 8cm).
- d) Two triangular bandages.
- e) Two safety pins
- f) Individually wrapped moist cleaning wipes.
- g) One pair of disposable gloves.

Additional items may be added for specialised activities if appropriate.

If it is unavoidable that staff come into contact with bodily fluids then at least minimum precautions should be taken:

- a) Always wear gloves for handling items or surfaces soiled with blood or body fluids.
- b) Wear gloves if you have scraped, cut, or chapped skin on your hands.
- c) Change your gloves after each use.
- d) Wash your hands immediately after removing your gloves.
- e) Wash your hands and other skin surfaces immediately after they come in contact with blood or body fluids.

The recommended method of dealing with any spillage is the use of special sanitising granules. Any spillages of blood or bodily fluids should be cleaned immediately. Staff carrying out first aid who are likely to come into contact with bodily fluids should follow the minimum precautions detailed above.

3. Infectious diseases

The school follows the national guidance produced by the Department of Health, which is summarized on the poster, 'Guidance on infection Control in Schools and Nurseries'. This is displayed in the staff room. Supplemental information on local contacts is contained in the Handbook for Schools on Infectious Diseases kept in the Staff room.

4. Medical needs

The school will accommodate pupils with medical needs wherever practicable in line with the School Policy on Medication

- A record is kept in the main office of all medication provided for pupils.
- Prescribed medication for individual pupils is kept securely and any self-administered medication by the pupils is with written parents/ carer consent.
- The named first-aider will check medication records termly.

5. Contractors on site

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and contractors who come to site on an as and when basis. The latter are usually involved with building work

Service Contractors – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff/pupils/visitors on site. The school will provide details in safe systems of work where relevant.

Practice to be followed:

- All contractors must report to the office on arrival and under no circumstances are they to commence work until given approval to do so by the Head teacher.
- Before any work is commenced, it is essential that the Head teacher is made aware of:
 - a) What work is to be undertaken
 - b) where the work is to be carried out
 - c) an indication of timescale
 - d) what equipment is to be used
 - e) what services are required
- Before work is to commence, the contractors must be advised by the Head teacher
 - a) where they can gain access to services
 - b) what the fire precautions are for the building
- the contractors must be issued with a visitors pass and advised that it to be worn at all times whilst on site
- the contractors must be advised who to contact on site in the event of an issue arising
- No pupil will be left unsupervised with a contractor

6. Visitors to Two Boats School

- All visitors have a legal duty to care for their own health and safety and that of others whilst they are in the school.

- All visitors to Two Boats School should report to reception show identification where appropriate, sign the visitor's book and wear a badge (supervised by a member of staff while on the premises Administrator, Senior Leader)
- The visitor's pass should be returned to reception when leaving the premises, and visitors sign out in the visitors' book.
- No pupil will be left unsupervised with a visitor

7. Consultation with Employees

The school complies with the Health and Safety (Consultation with employees) Regulations 1996 by:

- a) having H&S as a standard item on the agenda of all staff meetings
- b) circulating H&S information

8. Risk Assessments

Risk Assessments are our main method for discussing and minimizing risk in any school activity. The school risk assessment process is ongoing but comprises the following specific elements. In all cases staff, pupils and other visitors may be affected by the activity.

- All school activities must be covered by a risk assessment
- Science and DT should refer to CLEAPPS guidance for safety advice
- Risk assessments should be reviewed before each trip/activity
- Risk assessments for regular activities such as the Georgetown bus run should be reviewed annually or when circumstances change
- All trips away from school must have had a risk assessment completed beforehand
- The risk assessment must identify likely risks and control measures
- The risk assessment must be reviewed by someone other than the author; normally the line manager

Teaching Activities - The significant outcomes from the risk assessments on teaching activities, i.e. those specifically related to educating pupils, are either included in the point of use text/scheme of work/job sheet or the standard followed for the individual activity. These assessments form part of or are referred to in this safety policy.

Where specific arrangements are included in this policy the risks associated with the specific activity are identified together with the necessary control measures.

COSHH - The school has completed a COSHH assessment based on the Education Services School COSHH Assessment Self Help Pack.

Equipment/Materials - All staff are advised that before undertaking any manual handling task they ask themselves ***CAN I MOVE THE OBJECTS WHERE I NEED TO SAFELY AND WITHOUT RISKS TO HEALTH?*** Where staff feel the answer is no, or they are unsure, **they have been advised to obtain assistance.** Staff will then ask themselves the above question

again taking into account the assistance obtained, e.g. a second person or making use of a trolley.

Manual Handling – Pupils

Only staff who have received manual handling training or instruction are to participate in tasks involving the lifting of persons. All pupils who may need to have manual handling support are assessed using the manual handling assessment forms included within the H&S Manual. This initial assessment will identify if there is a significant risk of injury and subsequent to this if a significant risk of injury is identified further assessment information will be identified. See assessment forms in H&S Manual

Display Screen Equipment (DSE) - Any member of staff who is a USER of DSE will complete the USER AUDIT (See H&S Manual, pages 1.198 to 1.202.) for the workstation(s) where they work.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. (See H&S Manual, page 1.175.)

Workplace - An inspection of the workplace, buildings/grounds, is undertaken in order to identify where it fails to meet the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes regular, termly, inspections to proactively identify defects with the workplace.

Staff and pupils are encouraged to report any defects they note. All works identified are prioritised and the work is then either carried out or programmed for completion as and when funding becomes available.

Staffing Ratios – Classroom. In most cases it is unnecessary to define maximum class/group sizes as our classes fall well within UK and international class size guidelines. Where classes are put together (e.g. for assemblies), the number of staff present will depend upon the:

- Number of children
- The activity
- The proximity of other staff
- The age of the children

Specific instances where the school/staff must consider tighter staffing ratios include:

- Foundation Stage: at least one qualified Teacher and one level 3 Teaching Assistant for 13 children – this is a UK statutory regulation.
- Science, DT, Art, Food and Nutrition and other practical subject: 1:20 is an accepted guideline but CLEAPPS guidance should be followed where available

UK Guidelines are:

- Children under 8: 1 Adult for each 8 children with a minimum of 2 adults

- Children over 8: 1 Adult for every 10 children with a minimum of 2 adults
- Parents and Carers accompanying trips are not normally considered in these ratios. However voluntary support should be enlisted to bring ratios for very young children down to 4:1.
- These ratios should be used as initial guidance and a bare minimum but should be adjusted depending upon the location and activity. The risk assessment should account for the required staff and specialist skills if needed (eg. Lifeguards for swimming).

9. **Competence** - All staff appointed are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management as the only way to control dynamic work situations is through having competent persons in charge, who can react to changes and take appropriate measures. The school considers its staff to be competent but will provide adequate training/instruction or supervision as appropriate.

Security - A site security assessment based on the information contained in the H&S Manual is **undertaken**.

10. Fire Precautions

The school has undertaken a fire precautions risk assessment utilising the information contained in the Guidance Note for Secondary Schools on Complying with Fire Precautions Legislation. Full details of the fire procedures for Two Boats School are contained within the Fire Risk Assessment.

In particular

- a) A fire plan, indicating position of call points, fire exits, detectors, etc. is displayed in the lobby/office
- b) Fire evacuation notices are displayed in each workroom.
- c) The Fire Log Book is maintained and should be available for inspection as required. This details information on maintenance arrangements, e.g. checks on alarms and fire extinguishers, drills, training etc.
- d) All staff undertake refresher fire training
- e) Fire drills are carried out at least once a term or whenever a new member of staff or pupil begins at the school
- f) Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are checked, by a fire marshal, to ensure that they are in position and that the pins are in place.

11. Electrical Equipment

All staff are responsible for visual inspection of electrical equipment for any obvious signs of damage and any queries reported immediately. Any item failing an inspection should be taken

out of service immediately until such time as it can be repaired, retested or scrapped. Under no circumstances should staff bring electrical items into school as they may compromise the safety of the building and the people within. Kettles should only be used in designated areas. All items are PAT tested every year. No personal electrical appliances are allowed on site without the permission of the Head teacher.

12. Violence and Aggression

If any member of staff is subjected to any aggression in Two Boats School they should inform the Head Teacher immediately. A written report should be completed on Incident report form and appropriate action will be taken by the Head Teacher to deal with such situations.

13. Offsite Activities Related Policies

All off site visits should follow the Off Site Visits Risk Assessment Policy and should be fully risk assessed a separate educational visits policy has been produced.

14. Measuring Health and Safety Performance

We will undertake a range of active and reactive monitoring of our health and safety performance.

- Active monitoring- will include regular inspections of the workplace/self-auditing by the senior management team to ensure our premises and systems of work are safe
- Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the senior management team to ensure appropriate remedial action is taken to help prevent recurrence

Related Policies

Further policies and risk assessments related to Health and Safety

- ❖ Display screen equipment
- ❖ Off site Visits
- ❖ Fire
- ❖ Emergency Evacuation Procedures
- ❖ Lone workers
- ❖ Children with Medical Needs
- ❖ Specific classroom risk assessments for

Details of all policies are available on the website or by contacting Two Boats School directly.



Policy Reviewed By:	Farah Quinn	Signature	Date
Next Review Date:	August 2021		April 2020
Interim Review Comments:		fq	<u>April 2020</u>
Reviewed – changes made to reflect staffing			
Policy Reviewed By:	Farah Quinn		
Next Review Date:	Aug 2020		
Interim Review Comments:			
Policy Reviewed By:			
Next Review Date:			
Interim Review Comments:			
Policy Reviewed By:			
Next Review Date:			
Interim Review Comments:			

End

