



Innovation, Aspiration and Excellence

Health and Safety Policy

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1. Scope

Houlton School will:

- Provide and maintain a safe and healthy environment for all those on the premises
- Establish and maintain safe working procedures amongst staff, pupils and visitors to any of our sites
- Have robust procedures in place in case of emergencies
- Ensure that equipment and premises are maintained safely and are regularly inspected

2. Policy Statement

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 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 Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

Houlton School follows national guidance published by Public Health England when responding to infection control issues.

3. Roles and Responsibilities

The Board of Trustees and Academy Improvement Management (AIM) Boards

The Board of Trustees have ultimate responsibility for health and safety matters in school but will delegate day-to-day responsibility to the Principal via the AIM Board.

The AIM Board have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to risks on or off the school premises.

The AIM Board, and Houlton School as the employer, have a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

Houlton School's appointed health and safety AIM Board Partner is Guy French.

The Principal

The Principal is responsible for the health and safety day to day at Houlton School. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to supervise pupils
- Ensuring the school building and premises are safe and regularly inspected
- Providing adequate training for all staff
- Reporting to the AIM Board on health and safety matters
- Ensuring appropriate fire evacuation procedures are in place and fire drills are held termly

- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts

Staff

Staff at Houlton School have a duty of care to all pupils on site. All staff will:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- co-operate with the school and wider Trust on health and safety matters
- work in accordance with training and instructions
- inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- model safe and hygienic practice for pupils
- understand emergency evacuation procedures and feel confident in implementing them

Pupils and Parents/Carers

Pupils and parents/carers are responsible for following Houlton School's individual health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

4. Procedures

Site Security

The Senior Site Support Officer is responsible for the security of Houlton in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Houlton School Senior Site Service Officers and TLET Business Estates and Operations Manager are key holders at Houlton School and will respond to an emergency.

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices at Houlton School. Fire risk assessments at Houlton School will be reviewed regularly.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell. Fire alarm testing will take place once a week.

The Houlton School Building Emergency Evacuation Plan is available on the school website under key information.

Houlton School will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. All pupils with mobility needs will have a Personal Evacuation Emergency Plans (PEEPs) which will be reviewed regularly by the Inclusion and Site Services Teams.

COSHH

Houlton School is required to control hazardous substances, which can take many forms, including:

- Chemicals
 - Products containing chemicals
 - Fumes
 - Dusts
 - Vapours
 - Mists
 - Gases and asphyxiating gases
 - Germs that cause diseases, such as leptospirosis or legionnaires disease.
- Staff will also be provided with protective equipment, where necessary.

Houlton School staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas equipment is regularly maintained

Legionella

- A water risk assessment will be carried out at Houlton School no longer than after any two-year period and any remedial recommendations will be actioned where appropriate.
- The risks from legionella are mitigated by ensuring a weekly flushing regime is carried out by site service staff

School Minibus

All staff who will drive the school minibuses will have to pass the defensive driving course and have their licence checked in line with the school minibus policy.

The Trusts minibus policy states that staff will need to inform line managers of any changes to their licences and this must be adhered to.

First Aid

First aid will be carried out in line with the TLET First Aid policy.

Asbestos

There is no asbestos on the Houlton School site.

Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions.

Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to a member of the site team immediately
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person

Lone Working

Lone working may include:

- Late working
- Home or site visits

- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Working at Height

Work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Pupils are forbidden to use ladders
- Staff will wear appropriate footwear when using ladders and steps
- Before using ladders, staff are expected to carry out a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Manual Handling

If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance or not carry out the task.

Houlton School will ensure that proper mechanical aids and lifting equipment are available, 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 close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

5. Off-Site Visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits

See Houlton School's Educational Trips and Visit Policy for further information.

6. Lettings

TLET has its own lettings policy which is applicable to all schools. All lettings will be asked to read and sign a copy of the TLET lettings policy and adhere to its contents.

7. Violence at Work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Principal immediately. This applies to violence from pupils, visitors or other staff.

8. Smoking

Smoking or any form of vaping is not permitted at Houlton School.

9. New and Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies their line manager or the Principal that they are pregnant. Line managers and the Principal have a duty of care to inform TLET HR.

Appropriate measures will be put in place to control risks identified.

10. Accident Reporting

Accident Report Book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with the incident
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive (HSE)

The Principal/CEO will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Principal will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion. Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

11. Training

All Houlton School staff are provided with health and safety training as part of their staff induction and regularly updated on health and safety issues.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training where appropriate.

12. Links with other Policies

This health and safety policy links to the following policies

- First Aid
- Lettings
- Minibus (where applicable)
- Building Emergency Evacuation Plan (BEEP)

13. Equality Statement

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any individual (with due regard to their protected characteristics), and it helps to promote equality across the Trust.

14. Monitoring

It is the responsibility of the Aim Board to ensure that the principles and procedures of this policy are adhered to. The use of this policy will be subject to routine monitoring to ensure its fidelity in practice. The evidence gathered from monitoring at regular intervals shall inform any reviews and future revisions to the policy, and no later than that stated on Page 1 of this policy.