



# POLICY STATEMENT

Policy	Health and Safety Policy
OFSTED Standard No	
School Department	HHS

Date Updated	December 2024
Updated by	Anthony Hougham
Approved by	SMT
Date of Approval	December 5, 2024
Next major review date	December 2025
Location and disseminations	A copy of the policy can be found, in the school admin office and on the Z drive.

	<b>Buckwood School Health &amp; Safety Policy General Statement of Intent</b>
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Buckwood School recognises and accepts its legal and moral responsibilities, as defined in the Health and Safety at Work etc. Act 1974, and other legislation, to ensure, as far as reasonably practicable, the health, safety and welfare of its employees and other persons who may be affected, by the way it carries out its activities.

Buckwood School recognises its general responsibilities to provide and maintain, so far as is reasonably practicable:

- Safe workplaces with safe access and egress
- Safe working environments without risks to health
- Plant, equipment and materials that are safe and without risks to health
- Safe methods of working and safe systems of work
- Sufficient information, instruction, training and supervision to ensure the health and safety at work of all employees, and others who may be affected by its activities.

Buckwood School will undertake assessments of the risks its activities present, to avoid or eliminate them and, if that is not possible, to minimise and control them with the provision of necessary resources.

Buckwood School recognises its legal duties, and considers health and safety to be a management responsibility and will ensure that the Proprietor, Senior Management Team and School Managers discharge their duties. Buckwood School Heads of Department are responsible for the health and safety of all persons and activities under their control.

All employees are responsible for taking reasonable care of their own health and safety, as well as that of others, who may be affected by their actions or omissions. They must co-operate with Buckwood School, to enable it to meet its legal obligations, not interfere or misuse anything provided to achieve its health and safety obligations, conform to all safety instructions and report all hazards and accidents

Buckwood School ensures the effectiveness of its policy through communication, consultation and co-operation with all its employees.

Buckwood School will ensure the provision of competent advice on health and safety matters.

Buckwood School will introduce policies and procedures in line with legislative requirements and review and revise where necessary all health and safety procedures periodically to ensure that they, and the policy, remain valid.

Buckwood School will adopt an active system of monitoring and measuring health and safety performance involving regular inspections, periodic and systematic auditing of its activities and the production of annual accident and other reports.

*Proprietor*

*Date*

*Proprietor*

*Date*

*Principal*

*Date*

*Principal*

*Principal*

## **2. ORGANISATIONAL ROLES & RESPONSIBILITIES**

### **2.1 ADVISORY BOARD**

The Advisory board of Buckswood School will assist the Proprietor in:

- Accepting his legal and moral responsibility for health and safety within the School.
- Accept individual and collective roles in providing health and safety leadership within the School.
- Ensuring that all decisions on health and safety reflect their intentions stated in the Health & Safety Policy – General Statement of Intent.
- Providing the best possible safe and healthy environment for its employees to work, its students to learn/study and, that does not adversely affect the health and safety of other persons who come into contact with its activities..
- Adopting an active system of monitoring and measuring health and safety performance involving regular inspections, periodic and systematic auditing of its activities and the production of accident and other reports.
- Appointing a member of the Advisory Governing Body to provide specific oversight for fire, health & safety.

### **2.2 PROPRIETOR**

The Proprietor, as the Landlord, is responsible ensuring that the School's buildings, premises and services are constructed, installed and maintained in accordance with current building, fire health and safety legislation.

The Proprietor as a designated "Duty Holder" under health & safety legislation, is responsible for the management of health and safety risks arising from the provision and management of the School's buildings, premises, equipment and services contained therein including asbestos, legionella, gas, electricity.

The Proprietor, as the "Responsible Person", under the Regulatory Reform (Fire Safety) Order, is responsible for:

- Ensuring that Building Fire Risk Assessments are undertaken by a competent person and that any remedial actions identified are implemented
- Ensuring that suitable means of detecting fires and raising the alarm are provided and maintained in School buildings
- Ensuring that suitable fire-fighting equipment is provided and maintained in School buildings
- Will ensure the appointment of a competent Principal(s) and other School Managers to manage health and safety across the School and within the activities and buildings under their control.
- Will ensure the appointment of a competent Facilities Manager and Health & Safety Officer to provide health & safety guidance to the Advisory board, School Managers and other staff on fire, health and safety matters
- Will ensure the implementation of Policies and Procedures, in line with health & safety legislation and that these are reviewed and where necessary, revised periodically to ensure they remain effective.
- Will ensure that staff at all levels of the School receive all necessary information, instruction, training and where necessary, supervision.
- Will ensure the provision of adequate financial, equipment and human resources to ensure the School can meet its responsibilities for health and safety.
- Will ensure the effectiveness of its policy through communication, consultation and co-operation with all its employees.

The Proprietor is responsible for ensuring, so far as is reasonably practicable, the development, implementation and monitoring of the School's Fire, Health & Safety Policies in conjunction with the Principals, School Managers & other Designated Staff and the Facilities Manager and Health & Safety Officer

The Proprietor in conjunction with the Principals for the appointment of competent School employees and Contractors to manage and/or maintain School Buildings, premises, plant, equipment and activities in compliance with current fire health and safety legislation.

The Proprietor is responsible for ensuring the provision of adequate financial, equipment and human resources to ensure the School can meet its responsibilities for health and safety.

## 2.3 PRINCIPAL

The Principal is responsible to the Proprietor for the “day to day” management of health and safety at the School

The Principal will be responsible for

- The appointment of competent School Managers to manage fire, health & safety including the assessment and control of risks arising from the activities and buildings under their control.
- The appointment of a competent Health & Safety Officer to provide fire, health & safety advice and guidance to the AGB, Proprietor, Principals, Bursar, School Managers and staff across the School.
- The development and approval of suitable Fire, Health & Safety Policies & Procedures to ensure the School meets its legal requirements, provide the best possible safe and healthy environment for its staff & Students to live, work & learn and that its activities do not represent a risk to others who come into contact with them.
- Ensuring that staff, students and others are provided with all necessary information, instruction, training and, where necessary supervision to ensure their safety and health whilst working, studying or on/in School premises.
- Ensuring the School Policies & Procedures are reviewed periodically; after significant incidents; changes in legislation and, where appropriate are revised, to ensure they remain valid.
- Ensuring the co-operation of all staff at all levels in the implementation of School H & S Policies & Procedures.
- Ensuring that there is an active system of monitoring and measuring of the School’s health and safety performance involving regular inspections, periodic and systematic auditing of its activities and the production & review of accident and other reports.
- The review and approval of the Annual Fire & Health & Safety Action Plans produced by the Health & Safety Officer.
- Working with the Proprietor to ensure that adequate funds, materials, equipment and human resources are provided to ensure the School can meet its responsibilities for health and safety.

## 2.4 SCHOOL MANAGERS

For health and safety purposes the term School Managers includes Heads of Department; House Tutors; Contractor Managers; Health & Safety Officer etc. who are responsible for the management of fire, health and safety within the activities and buildings under their control.

- School Managers are responsible to the Principals, Bursar (or an immediate School Manager) and, where applicable to the activities and buildings under their control, for:
- Ensuring the implementation and monitoring of School, and where appropriate Departmental, Health & Safety Policies, Procedures and safe working procedures.
- Undertaking risk assessments and implementing suitable control measures to remove or reduce the risks identified so far as is reasonably practicable to the lowest levels possible.
- Ensuring that staff, Students or others working, studying or visiting are advised of all relevant School and Departmental Health & Safety Policies, Procedures and risk assessments.
- Ensuring that staff and Students receive all necessary health and safety information, instruction, training and where appropriate, supervision.
- Ensuring the reporting of accidents (inc. sports injuries), incidents, near-misses and damage to the Health & Safety Manager.
- Ensuring, where applicable, the adequate supervision of Students both within the School and on visits or trips away from the School.
- Ensuring the management of buildings, plant, equipment, machinery and materials in accordance with the relevant Health & Safety Policies, Procedures and Statutory and School Inspection & Maintenance programmes.
- Undertaking where appropriate, building fire, health & safety inspections.
- Ensuring, where appropriate, that when staff are organising School visits or trips they are managed in accordance with the School’s Educational Visits Policy
- Ensuring that all staff and Students working or studying in the buildings under their control are informed of the building fire emergency procedures and that fire drills are undertaken in accordance with the School’s Fire Safety Policy.

- Ensuring where appropriate the management of Contractors in accordance with the School's Contractor & Consultant Management Policy.

## **2.5 SENIOR MANAGEMENT TEAM**

The Senior Management Team is responsible for ensuring the implementation and monitoring of School Health & Safety Policies and Procedures relevant to the curriculum and operational areas under their control.

## **2.6 HEALTH & SAFETY OFFICER**

The Health & Safety Officer is responsible for:

- The provision of competent fire, health & safety advice, guidance and technical support to the Principal; Proprietor; School Managers; Contractor Managers and School staff at all levels
- The development, implementation and monitoring of School Health & Safety Policies and Procedures in conjunction Principals; Proprietor; School Managers; Contractor Managers
- Auditing and reviewing Health and Safety Policies and Procedures every 1 years, following accidents or incidents or, where considered no longer valid.
- The development, implementation and monitoring of the School's Fire, Health & Safety Risk Assessment Programmes
- The management of School Building & Services inspection & maintenance programmes
- The review and where appropriate the investigation of accident and incident (including fire) reports; the maintenance of the School's Central Accident & Incident Registers and, the preparation of reports for the Proprietor, Principal, Senior Management Team, School Managers (and Health & Safety Committee)
- The undertaking of building fire, health & safety inspections in conjunction with School Managers.
- Ensuring that all health and safety documentation which is required to be kept available for inspection is maintained in a current condition and is readily available.
- The development and implementation of (Annual) Fire & Health & Safety Action Plans.
- The management of the School's:
  - Estates Personnel
  - Coaches and minibuses in conjunction with the Transport Manager
  - Cleaning & Household Services in conjunction with Matron
  - Catering Services in conjunction with the Head of Catering
- The identification and implementation of Fire, Health & safety Training Programmes in conjunction with the Proprietor, School Managers and HR Manager
- The management of the school's First Aid Policy in conjunction with the School's Nurse

## **2.7 EMPLOYEES (Inc. Volunteers)**

For health and safety purposes, the term employees includes ALL persons who work full or part-time or, on a voluntary basis for the School.

- Every employee is responsible for ensuring, they:
  - Take reasonable care for their own safety whilst at work
  - Take reasonable care for the safety of others who may be affected by their actions or omissions whilst at work
  - Co-operate with the School to ensure it meets its health & safety responsibilities
  - Do not intentionally or recklessly interfere with or misuse anything provided for or in the interests of health & safety
  - Only use machinery, equipment, vehicle, safety device, dangerous or hazardous substance in accordance with any information, instruction or training provided
  - Inform their Manager of any work situation which they consider to represent serious or imminent danger to health & safety
  - Inform their Manager of any shortcomings in the School's Health and Safety Policies and Procedures or with any information, instruction or training provided, which they consider puts themselves or others at risk of injury or ill-health

- Wear/use, inspect, maintain etc. ALL Personal Protective Equipment (PPE) & safety devices provided by the School in accordance with its policies, procedures or risk assessments.
- Report all accidents, incidents or damage to equipment to their Manager.

## **2.8 STUDENTS**

Whilst the principal responsibilities for health & safety rest with the School, it is vital that students understand that they also have roles and responsibilities which they must adhere to so that the School can meet its responsibilities for ensuring their safety whilst at Buckswood.

Students should:

- Ensure that they take reasonable care for the safety of themselves and others who may be affected by their actions
- Follow all instructions, emergency procedures, codes of conduct etc. issued by the School and its staff
- Not use any equipment unless they have been trained and authorised to do so
- Not to misuse or interfere with any fire, health & safety related equipment e.g. fire alarms & extinguishers
- Inform staff of any fire, health, safety or safeguarding concerns they may have
- Report all accidents and injuries suffered whilst at the School
- Report any incidents that could have caused accidents or injury to themselves or others whilst at the School

Where students are found to be a risk to their own health & safety or that of others at the School or elsewhere they may be subject to disciplinary action in accordance with the School's Student Behaviour Policy including being banned from participation in School activities, trips etc.

### **3. GENERAL ARRANGEMENTS FOR HEALTH & SAFETY**

The school implements specific arrangements for health and safety provision in relation to different departments and their health and safety needs.

#### **3.1 STAFF & STUDENT GENERAL CODE OF CONDUCT**

The school is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school's sanctions and rewards, behaviour, exclusions policies.

##### **3.1.1 CLASSIFIED/ILLEGAL DRUGS & SUBSTANCE ABUSE**

The school will not tolerate the possession, supply or use of classified etc. drugs or substances such as solvents that can be misused or harmful to health on school property or during off-site school activities. Where staff or students are found to be in possession etc. of such drugs or substances influence drugs etc. they will be subject to disciplinary action in accordance with the School's Policies which may include dismissal of staff or the permanent exclusion for students.

##### **3.1.2 MEDICINES, PRESCRIPTION & NON PRESCRIPTION DRUGS**

Where staff & students have a medical condition e.g. diabetes, asthma, allergies etc. that requires them to take prescribed medication on a regular basis whilst working or studying at the School, they or in the case of students their parents, should inform the School – BHS Nurse (staff & students); House Tutor (students only); Trip Leaders (staff & students) or Manager (staff only) of the nature of their condition and the type(s) of medication prescribed as soon as they start work or studying at the School or they are prescribed the medication. Whilst this information will be kept confidential where appropriate, it will enable the development of written medical plans to be implemented in the event of an "episode". Medical plans will be reviewed periodically with the staff or student concerned by the BHS Nurse to ensure they remain valid for the person concerned.

Staff must not drive any vehicles on School business or operate any School equipment if they are taking any prescribed or over the counter medicines that can cause drowsiness or they have been advised against driving or using by their medical practitioner.

Students should be discouraged from purchasing over the counter medicines for self-administration and should be referred to the BHS Nurse for further advice and/or treatment. The carrying, supplying or taking of prescription drugs by students illegitimately could result in a permanent exclusion.

##### **3.1.3 ALCOHOL**

Staff should not supervise students on any School activities including School trips whilst under the influence of alcohol. Where staff are to drive on School business they should refrain from drinking any alcohol for at least 8 hours before driving – alcohol may remain in the body for up to 24 hours after consumption and could still affect the driver the following day

The consumption, carrying or supplying alcohol is strictly prohibited and any pupil involved in any alcohol-related activity may be permanently excluded.

##### **3.1.4 CHALLENGING BEHAVIOUR**

Abusive or challenging behaviour is considered a potential health & safety risk to staff, and students. The school will not tolerate abusive behaviour by students, staff, parents or visitors to the school. The school policy for dealing with challenging behaviour, regulating off-site behaviour, exclusions, and bullying are laid out in our behaviour and exclusions policies.

## 3.2 ACCIDENT & INCIDENT REPORTING & INVESTIGATION

For full details on the accident and incident reporting see the School's School Accident, Incident & Dangerous Occurrence Reporting & Investigation Policy. The information below provides guidance on the key areas of the Policy.

### 3.2.1 ACCIDENTS & INJURIES

All accidents and injuries, irrespective of the severity of the injury, should be reported and the details recorded on a School Accident, Incident & Dangerous Occurrence Report Form which can be downloaded from the H & S Website, or is available in hard copy format from the Well-Being Hub or BHS. Completed Forms should be passed to the Health & Safety Manager for inclusion in the School's Central Accident Book /Register. The Health & Safety Manager will provide accident & injury details to the Senior Management Team for review.

Injuries occurring on-site should be referred to the BHS when open. In the event of the BHS being closed, injuries should be treated by an appointed First Aider – House Tutor or other trained staff. Depending on the nature of the accident or injury e.g. head, neck or back injuries, the injured person should not be moved until the nurse, trained first aider or a paramedic deems it safe to do so.

If a paramedic or ambulance is required for an on-site injury when BHS is open it should be summoned by the BHS Nurse. For accidents or injuries occurring off-site or on-site but outside BHS Opening Hours paramedics etc. should be summoned by the trained First Aiders.

Where the injured person, whether a member of staff or a student, requires hospital treatment, they should be accompanied to hospital by a member of staff. If they are being transported by car, the car should be driven by another member of staff not the trained first aider accompanying the injured person.

Where the injured person is a student, their parent(s) or guardian(s) should be contacted as soon as possible after the accident. Unless a parent etc. is immediately available to accompany the injured student to hospital, the member of staff accompanying the injured student should remain at the hospital until the parent etc. arrives. In such an event, the member of staff should request that the parent notifies the School of the outcome of the hospital visit as soon as possible after the student returns home. **Medical treatment or the contacting of emergency services should not be delayed if the school cannot contact a parent or guardian.**

Injured or unwell Students should only be sent home if there is a parent or guardian available to be with them otherwise they will be kept in the BHS or other School building accompanied by a member of staff until their parent or guardian can collect them.

The following types of accident and injury will be investigated by the Health & Safety Manager:

- All RIDDOR reportable accidents & injuries – see below
- 'Specified Major Injuries' – fractures; permanent or temporary loss of sight; asphyxiation etc. but excluding sports related injuries
- "Over-7-day injuries" - a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Minor injuries where a trend of similar injuries is identified

Where appropriate a report will be passed to the Senior Management Team and/or actions taken to prevent any similar re-occurrence in the future.

### 3.2.2 INCIDENTS & DANGEROUS OCCURRENCES

Whilst incidents and dangerous occurrences do not result in injury they could under different circumstances do so and therefore they should be reported and the details recorded using School Accident, Incident & Dangerous Occurrence Report Form which can be downloaded from the H & S Website, or is available in hard copy format from the Well-Being Hub. Completed Forms should be passed to the Health & Safety Manager for inclusion in the School's Central Incident & Dangerous Occurrence Register. The Health & Safety Manager will provide incident & dangerous occurrence details to the Senior Management Team for review.



### **3.2.3 REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES REGULATIONS (RIDDOR)**

Specified types of injury, work-related ill-health and dangerous occurrences involving staff, students or others arising from the School's activities have to be reported to the health and safety enforcement authorities – Health & Safety Executive (HSE) or Local Authority Environmental Health Officer - under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These include:

- Work-related deaths
- 'Specified Major Injuries' – fractures; permanent or temporary loss of sight; asphyxiation etc.
- "Over-7-day injuries" - a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days
- 'Specified dangerous occurrences' – scaffold collapse (where something happens that does not result in an injury, but could have done)
- 'Occupational diseases'
- 'Work-related injuries resulting in the injured person being transported directly from the School for treatment exc. examinations/tests or injuries due to sports activities
- Acts of non-consensual violence to staff at work – assault etc. arising from a work-related matter

The reporting of injuries etc. under RIDDOR will be undertaken by the Health & Safety Manager.

### **3.3 LONE WORKING**

Lone working is defined as working by yourself without close/direct supervision or contact with other staff. Staff may work alone in an individual building, remotely from other staff within the same building or site, off-site away from base, outside normal working hours etc.

With the exception of certain high risk areas – see below- health & safety legislation does not prohibit staff from working alone, but it does require the School to assess the risks to staff working alone and to implement control measures that remove or reduce the risks to the lowest levels possible so that they are at no greater risk than if they working with others. Where staff work alone, they should contact the Health & Manager for advice and guidance, if they have concerns for their personal safety for

Lone working is not permitting in the following areas:

- Work at height – Ladders; Scaffolds; Tower Scaffolds; Mobile Elevating Work Platforms (MEWPs) e.g. "Chery Pickers; Work on roofs
- Confined Space Entry – Drains; Sewers; Roof Voids etc.
- Working with Chainsaws
- Working on live electrical conductors e.g. Periodic inspection & testing of electrical installations or working in sub-stations
- Any work activity including using equipment where there is a significant risk of death or serious injury

Lone working may give rise to potential safeguarding concerns particularly where staff work on a one to one basis with students or they meet with parents particularly when dealing with a contentious matter. In such circumstances, staff should consult the Designated Safeguarding Lead (DSL) and where appropriate, the Health & Safety Manager. Possible control measures include:

- Informing staff of the activity, the location, the likely duration and let them know when it has ended
- Assessing the need to have another adult present or close by.
- Avoid working in isolated parts of the building
- Leaving the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place e.g. location in which the staff member and pupil are visible through a window or door panel.

### **3.4 ENVIRONMENTAL STATEMENT**

Buckswood School recognises that it has a responsibility to educate students about caring for the environment and the world we live in. The best way to do this is to instil good practice in our students through example. We aim to do this by:

- Reducing our use of natural resources;
- Supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials;
- Minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations;
- Promoting recycling around the school with the use of recycling bins, supported through the curriculum and in classrooms
- Taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided; and
- Restoring the environment where possible.

### **3.5 FIRE SAFETY**

Full guidance on fire safety can be found in the School's Fire Safety Policy. The information below provides guidance on the key areas of the Policy

#### **3.5.1 FIRE EMERGENCY PROCEDURES**

All School buildings have fire emergency procedures detailing:

- Actions to be taken on discovering a fire
- Actions to be taken on hearing the fire alarm
- Evacuation of the building & Designated Fire Assembly Point
- Actions to be taken at the Designated Assembly Point
- Investigation of sounding alarms
- Contacting the Fire & Rescue Service
- Ending the Emergency & Re-entering buildings

Staff & students should be provided with information, instruction & training on the building fire emergency procedures for each of the buildings they work or study in. Additionally Fire Action Notices summarizing the emergency procedures will be posted adjacent to all red break-glass manual call-points and in rooms where deemed necessary.

#### **3.5.2 FIRE DRILLS**

The School will undertake Fire Drills as follows

- Boarding Houses – Min. 2 x Drills/Term
- School buildings – Min. 1 x Drill/Term

In the event of any School building being evacuated whether for a planned fire drill, false alarm or fire alarm fault the details will be recorded on a Fire Evacuation Report Form and a copy sent to the Health & Safety Manager within 48 hours.

#### **3.5.3 FIRE ALARMS**

Most School buildings are fitted with automatic detection and alarms. These can be operated manually on discovering a fire by activating the nearest red break-glass manual call-point (MCP) or will operate automatically on detection of smoke or heat.

Fire Alarms are tested weekly by the Health & Safety Officer details recorded and held on file by the Health & Safety Officer. Additionally all fire alarms are serviced annually (spread over 2 x visits/year) by an external contractor.

Some building fire alarms are interlinked with fire doors, gas systems etc. and these systems will be tested weekly with the fire alarm e.g. fire doors inspected to ensure they close on activation of the fire alarm.

#### **3.5.4 FIRE DOORS & EXITS**

Fire doors are designed to prevent the spread of smoke, heat and fire so that persons can escape from a building safely. Staff should ensure that fire doors are kept closed at all times a building or room is not in use.

Fire doors may in specified circumstances be held open to enable work to be undertaken including:  
Cleaning activities within 3 – 5 m of the door concerned

- To enable maintenance & repairs to be undertaken within 5 – 10m of the door concerned
- To enable the movement of furniture etc. within a building
- The doors should be closed as soon as the work has been completed and **MUST** be closed at the end of each working day & not left held open overnight/at weekends etc.

Fire doors and exits must be kept free from obstruction at all times and inspected regularly to ensure they will open in an emergency and are free from damage or defects. Where doors & exits are found to be damaged or defective they should be reported to the Proprietor and Health & Safety Manager for repair or replacement. Fire Doors & Exits will be surveyed annually as part of the building Fire Risk Assessment.

### **3.5.6 FIRE RISK ASSESSMENTS**

Building Fire Risk assessments are undertaken annually by the Health & Safety Officer and where identified actions taken to ensure compliance with fire safety legislation.

### **3.5.7 EMERGENCY LIGHTING**

In the event of a power cut, emergency lighting is provided in most School buildings to enable persons within the building to move safely around the building, in particular in the event of an evacuation. Emergency Lights are provided on corridors Inc. at junctions & changes of direction; on stairs Inc. basements/cellars; in boiler rooms; adj. fire doors; at all fire exits; on external escape routes from buildings.

Emergency lights are tested every 1 months and details held on file by the Health & safety Officer for at least 7 years.

## **3.6 SITE EMERGENCY PROCEDURES**

In addition to fire and accidents that are basically two other potential site emergencies:

- Safety related emergencies – Extreme Weather conditions; Major Power Failure that could close the School or individual buildings
- Security-related emergencies – Intruder (s) on School premises

In the event of a Safety-related emergency the Senior Management Team will:

- Inform staff & students of any action(s) to be taken
- Contact parents in the event of closure of the School so arrangements can be made for the welfare of pupils being sent home. e.g. ensuring that they a parent or responsible person will be at home

In the event of security-related emergency on being informed of an intruder on-site, the School will implement its lockdown procedures, including:

- Staff identifying an Intruder on site, should inform a member of the Senior Management Team
- The SMT member will approach the person concerned, where they consider it safe to do so and identify who & why they are on School premises
- Where the person is considered a threat to the safety & security of staff, students or others, the Police will be contacted & Class Change Bell will be activated & left to sound continuously
- On hearing the Bell, staff will instruct all staff & pupils to remain in classrooms offices etc. with the door closed
- Where staff or students are seen outside a room or building, staff within the building will instruct them to join them in the building
- Staff and students should be discouraged from contacting persons outside the School during the emergency to prevent panic etc. and parents etc. attending the School whilst the emergency is in progress.
- During the emergency staff and students should remain in the room etc. with the door closed & stay away from windows where possible
- Members of the Senior Management Team or the Emergency Services will inform staff when it is safe to leave the room or office

### 3.7 WORKPLACE SAFETY – PREMISES, BUILDING & ROOM INSPECTIONS

To ensure a safe working environment for staff and students, the School will:

- Ensure buildings & rooms cleaned daily including the collection & removal of rubbish
- Ensure the Premises are inspected regularly by the Facilities Manager and Health & Safety Officer and where identified damage, defects, fire health and safety issues are identified that appropriate action(s) will be taken to remedy or resolve the issues identified and ensure the health, safety and welfare of staff, students or others.

Additionally, Staff will undertake Termly inspections of buildings and rooms and the details recorded on the Building /Classroom & Corridor Room Health & Safety Check Report Form.

- Teachers – Classrooms
- Heads of Support Departments – Buildings under their control

Completed Forms will be passed to the Health & Safety Manager who will arrange for damage, defects etc. to be repaired/resolved, in conjunction with the Proprietor

### 3.8 DISPLAY SCREEN EQUIPMENT (DSE)

Many School staff will use display screen equipment at work. Potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- Backache
- Fatigue, Stress
- Temporary eye strain.

In accordance with the Display Screen Equipment Regulations, staff should use the following checklist to assess their workstations to reduce the risk of health problems:

#### **Workstation**

- Adjust screen height to suit seating height – generally eyes level with top of screen.
- If a significant amount of your work involves copying from documents then use a flexible document holder at the same height as screen.
- Keep an organised work surface to facilitate workflow.
- Avoid clutter under the workstation.
- Ensure an appropriate mobile, stable and five star base chair.
- Seat back, arm rests and back rest to be height adjustable.
- 2-3” of space in front of the keyboard
- Be familiar with software in order to customise screen colours, etc.

#### **Environment**

- Adjust screen to reduce reflection and glare.
- Clean screen and equipment regularly.
- Ideally sit sideways to windows.
- Maintain safe surroundings, i.e. free from tripping and electrical hazards.
- Avoid excessive noise and uncomfortable temperatures.

#### **Healthcare**

- Carry out exercise programme on a regular basis plus specific movements throughout the day.
- Rest eyes during work break and carry out eye care exercises.
- Have eyes tested regularly.
- Report any health related symptoms that concern you.

#### **Job Design**

- Break up work with informal postures and different tasks.
- Combine different work tasks.
- Take regular breaks away from screen.
- Ensure you have training in software and in know how to set up a safe workstation.

## **Posture**

- Adjust seat height to ensure thighs and forearms are horizontal.
- Desk just below elbow height.
- Align hands with forearms. Minimal deviation of wrists.
- Adjust your backrest to support the lower back.
- Sit right back in the chair to maintain good lumbar support.
- Keep head in natural upright position.
- Do not slouch. Maintain upright position.
- Head, neck, shoulders and hips to be in alignment.
- Use a footrest if feet do not touch the floor.
- Rest arms and hands whenever routine allows.
- Space under desk for postural change, no obstacles
- Top of screen at eye level

The Display Screen Equipment Regulations do not apply to students studying at the School. However it is considered “good practice” to provide students with guidance on the safe use of DSE either via Posters or Handouts.

## **3.9 MANUAL HANDLING**

Manual handling involves the lifting, carrying, moving, holding, pushing, lowering, pulling a load or object by hand or bodily force. All staff will carry some form of manual handling both at work and at home every day of their life.

The Manual Handling Operations Regulations require the School to:

- Avoid manual handling activities where possible
- Where manual handling cannot be avoided, to assess the risk of manual handling activities
- To provide & use mechanical aids - trolleys, sack barrows etc. – where reasonably practicable
- Where mechanical aids cannot be used, to provide staff with suitable information, instruction & training
  - ❖ How to lift safely
  - ❖ How to carry out a personal manual handling risk assessment
    - Assessing the object to be manual handled
    - Assessing the route to be taken – stairs, doors, floor/surface conditions, weather conditions
    - Assessing the location the load to be moved to
  - ❖ Not to manual handle a load if they cannot do so safely e.g. ill-health, medical condition, not strong enough etc.
  - ❖ Seek assistance to manually handle a load/object – Team lifting etc.

Heads of Department/School Managers, with where appropriate assistance from the Health & Safety Manager, are responsible for carrying out manual handling risk assessments.

## **3.10 EQUIPMENT SAFETY INSPECTION & MAINTENANCE**

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require work equipment to be:

- Suitable for its intended use & the conditions in which it is used;
- Maintained in a good condition & safe working order by competent persons
- Inspected in accordance with statutory and/or recommended best practice guidance by competent persons
- Suitable inspection & maintenance records are maintained
- Where there is a risk of contact with dangerous or moving parts – blades etc.
  - ❖ Fixed Guards are provided to prevent contact, or;
  - ❖ Adjustable Guards are provided to restrict access but permit equipment to be operated safely – Blade guards on saws etc.. or;
  - ❖ Push Sticks etc. provided & used to prevent fingers etc. from contacting moving parts. Or;
  - ❖ Provide Information, Instruction & Training – Safe Systems of Working/Method Statements etc.
  - ❖ As a last resort provide & ensure use of suitable PPE – Goggles. Ear Defenders, Gloves etc.

- Provide suitable accessible control systems – Stop/Start Buttons Inc. Emergency Stop Buttons & Brakes etc.
- Safe Systems of Inspection & Maintenance

Heads of Department/School Managers and the Facilities Manager; Health & Safety Officer will undertake equipment risk assessments and ensure that staff are informed of the risks and control measures to be implemented for the equipment being used.

### **3.11 DANGEROUS & HAZARDOUS SUBSTANCES**

Dangerous Substances are defined as being flammable, explosive under the Dangerous Substances & Explosive Atmosphere (DSEAR) Regulations

Hazardous Substances are defined as being “hazardous to health” e.g. toxic, corrosive, irritants, harmful etc. under the Control of Substances Hazardous to Health (COSHH) Regulations

Where such substances are used & stored within the School the following controls will be implemented by the Department in which they are used:

- A Substance Register will be compiled
- A Material Safety Data Sheet (MSDS) for each substance will be obtained from the manufacturer/supplier & held on file either electronically or in hard copy
- A Substance Risk Assessment will be undertaken
- Substances will only be used in accordance MSDS guidance
- Substances will only be stored in accordance with MSDS guidance and where appropriate will be secured against unauthorised access i.e. students
- Substances will be disposed of in accordance with MSDS guidance
- Suitable Personal Protective Equipment (PPE) – goggles, gloves, overalls etc. will be provided in accordance with MSDS guidance
- Staff & students will be provided with information, instruction and training on the safe use and storage of substances including GHS & CLP Symbols

Chemicals used as in Science Practical’s are the responsibility of the Science Teacher concerned and a Practical Risk Assessment should be undertaken and recorded before the lesson starts, in line with Departmental Policy.

### **3.12 OCCUPATIONAL HEALTH SERVICES AND MANAGING WORK-RELATED STRESS**

Buckwood School takes the health and wellbeing of all its staff and students very seriously, and acknowledges that in a busy and hard working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, or a school nurse, and the school will do everything that it can to support them.

### **3.13 SCHOOL TRIPS & VISITS**

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of the School’s students.

The School’s Educational Trips and Visits Policy provides staff with information and instruction on arranging and managing trips etc. including risk assessments.

Before any activity is allowed to take place the Trip Leader must seek the approval of the Principals.

### **3.14 MANAGING CONTRACTORS & CONSULTANTS**

The Proprietor is responsible for the appointment & management of Contractors working on School Premises.

Both the School and the appointed Contractor are responsible for ensuring the health & safety of all persons – staff, students, visitors, contractor personnel – who may be affected by contractor works. The School is responsible for informing the Contractor of School's Fire, Health & Safety Policies applicable to and the risks arising from the activities and premises where the work activities being undertaken. Contractors are responsible for informing the School of all risks arising from their work activities Inc. where appropriate the provision of Risk Assessments/Method Statements (RAMS) & subject to a Permit to Work e.g. Hot Work.

For further information on managing contractor health and safety, see Health and Safety Handbook for Contractors Policy

Additionally, Contractors working at the School will be subject to the requirements of the School's Child Protection & Safeguarding Policy.

### **3.15 SECURITY**

It is the aim of the School to provide safe and secure premises for staff and students through the provision of:

- Access control gates at the entrance & exit to the School
- Access Control to buildings – Fingerprint access to boarding house; Card access to other School buildings
- Keeping buildings locked when not in use
- Site Perimeter Fencing
- Visitor & Contractor Signing-In/Out Procedures
- CCTV cameras - Library, Sports Hall, Kitchen & elsewhere managed by the Proprietor.

### **3.16 HEALTH & SAFETY SIGNS**

The School will ensure that where fire, health & safety signs are displayed they will include suitable pictograms.

### **3.17 RISK ASSESSMENT**

Risk Assessment is the cornerstone of Health & Safety legislation. Most Health & Safety regulations require the School to carry out some form of risk assessment including:

- Management of Health & Safety at Work Regulations 1999
- Provision & Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Health & Safety (Display Screen Equipment) Regulations 1992
- Control of Substances Hazardous to health Regulations 2002
- Control of Noise at Work Regulations 2005
- Control of Asbestos Regulations 2012
- Dangerous Substances & Explosive Atmospheres Regulations 2002
- Work at Height Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005

Risk Assessment is:

- The identification of work related hazards – *anything with the potential to cause harm*
- The identification of who might be harmed – *Staff, Students, Others*
- The Identification of how they might be harmed – *Death, Injury, Ill-health etc.*
- The implementation of control measures to prevent/ remove or, where this is not possible, to reduce the risks to the lowest levels reasonably practicable

It is the School's Policy that risk assessments will be undertaken by Designated School Managers in conjunction with the Health & Safety Manager and, be reviewed, and where appropriate revised:

- Annually

- Following a significant accident or incident
- Following any significant changes to equipment, activities etc.
- Following changes in legislation

For further Guidance on risk assessment, see Risk Assessment Policy.

The Health & Safety Manager will provide Designated School Managers & other staff with information, instruction and training on risk assessment and control.