

Health and Safety Policy

Statement of intent

At Refresh Education School, we are committed to creating and maintaining a safe and healthy environment for our students, staff, and visitors. Our primary objective is to prevent accidents, injuries, and illnesses by identifying and managing potential risks associated with our educational activities.

We recognise that a comprehensive health and safety policy is crucial for the well-being of our school community. Therefore, this statement of intent outlines our commitment to promoting a culture of safety and implementing effective measures to minimise risks.

Our Health and Safety Policy will be guided by the following principles:

1. **Leadership Commitment:** We acknowledge that a strong commitment to health and safety starts at the top. The leadership team at Refresh Education School is dedicated to providing the necessary resources, support, and leadership to ensure the successful implementation of health and safety measures.
2. **Risk Assessment and Management:** We will conduct regular risk assessments to identify potential hazards in our school environment. Through effective risk management strategies, we aim to mitigate these risks and create a safer learning and working environment.
3. **Compliance with Legislation and Standards:** Refresh Education School is committed to complying with all relevant health and safety legislation, regulations, and industry standards. We will regularly review and update our policies to ensure continued compliance with the latest guidelines.
4. **Communication and Training:** Clear communication is essential for the success of our health and safety initiatives. We will provide adequate training to staff, students, and volunteers to ensure they are aware of potential hazards and understand the necessary safety procedures.
5. **Emergency Preparedness:** Refresh Education School will develop and regularly test emergency response plans to ensure preparedness for unforeseen events. This includes but is not limited to fire drills, evacuation procedures, and first aid protocols.
6. **Continuous Improvement:** We are committed to an ongoing process of monitoring, reviewing, and improving our health and safety performance. Regular audits and feedback mechanisms will be implemented to identify areas for improvement and make necessary adjustments to our policies and procedures.

By adopting and adhering to this Statement of Intent for our Health and Safety Policy, Refresh Education School aims to create an environment where everyone can thrive and learn safely. We encourage active participation and cooperation from all members of our school community to uphold these principles and contribute to the overall well-being of our educational institution.

Signature. Signature.

Title. Title.

Review Date: January 2025

Refresh Education School

***Responsibilities of Teaching Staff***

Teaching staff have the responsibility, to familiarise themselves with the following procedures and bring them to the attention of pupils:

1. Emergency Evacuation Procedures.
2. Accident Procedures.
3. Safe working practices.

Teachers are responsible for ensuring that:

• they, and pupils under their control, make use of any H&S provision as necessary;

• they undertake regular inspections of equipment and their rooms and bring any faults to the attention of the designated person;

• they bring to the attention of the designated person any health and safety concerns relating to working practices, procedure, equipment, accommodation or fire;

***Responsibilities of all School Staff***

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work. They also have a duty to co-operate with the school management in all measures taken to fulfil statutory health and safety duties and to protect the safety of staff, pupils and visitors

Whilst recognising management responsibilities regarding health and safety at work, the school expects all staff to set an example in safe behaviour by:

• ensuring staff and pupils follow safe procedures;

• ensuring that protective equipment is used correctly by staff and pupils when needed;

• bringing safety problems to the attention of management

• reporting any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;

• checking that class rooms/work areas are safe; and

• checking that equipment is safe and properly maintained before and after use.

***Responsibilities of Pupils***

All pupils are expected to behave at all times in a manner that places neither themselves nor others needlessly at risk. They are expected to:

• comply with school rules relating to general behaviour;

• to take note of and comply with information provided for safety with regards activities undertaken;

• in cases of emergency to remain quiet, listen and obey instructions given by staff; and

• not to misuse anything provided for H&S reasons.

***Responsibilities of all staff in relation to COSHH (Control of Substances Hazardous to Health)***

The staff responsible will:

• maintain an inventory of substances covered by the COSHH Regulations;

• have responsibility for ensuring that the manufacturer data sheets are obtained;

• carry out a COSHH risk assessment on the use of substances used or generated;

• notify staff who use or encounter the substances of the control measures;

• where control measures involve ventilation systems, or personal protective equipment the COSHH co-ordinator will ensure the maintenance of those controls;

• keep the assessments under review

***Responsibilities of the Appointed First Aider***

* In the event of an accident is required to take charge of the situation and summon medical assistance if necessary.
* The Appointed First Aider should assist casualties when requested and keep a record of treatment or advice given and ensure that an accident form has been completed where appropriate.
* Persons will receive First Aid training to the appropriate level.
* The Appointed First Aider must ensure that the First Aid Box is correctly stocked at all times.
* The Appointed First Aider should ensure that the appropriate person is notified if the treatment needs to be logged on the ‘on-line’ reporting system.

School Procedures

***Accident/Incident Recording/Reporting***

**Minor Injuries**

All minor injuries to pupils (e.g. bumps, bruises and grazes) should be reported in the Pupil Accident Note Book, which is kept in the First Aid / Medical Room. Any injury to a pupil, staff, or visitor that requires First Aid treatment, pupil’s taken directly to hospital and/or involves lost time should recorded on the ‘On-Line Incident Report Form’ as soon as possible and investigated to try to prevent reoccurrence.

**Reportable accidents/injuries**

Major incidents are those reportable injuries, dangerous occurrences and occupational diseases (as defined by the HSE) that the Health & Safety Advisers are required to report these to the Health & Safety Executive, by the quickest means possible and on the correct form.

The school must therefore telephone the Health & Safety Executive Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm), as soon as a major incident occurs, and immediately enter the details on the On-Line Incident Form.

First Aid Box (es) are located in the Staff Office

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

First Aid trained staff are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981 (amended 2009).

No treatment of any kind, outside of the Regulations, such as dispensing pain-killing drugs, is authorised.

If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay.

First aid boxes are kept on site and these only contain approved materials.

The boxes are available for use by all staff/adult visitors on site.

**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.

**Administration of Medication**

See school Administration of Medication Policy

**Infectious Diseases**

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, ‘Guidance on infection Control in Schools and Nurseries’. This is displayed in the First Aid Room. 3.5 Medical Needs The school will try to accommodate pupils with medical needs wherever practicable in line with the School Policy on Managing Medical Needs and Administration of Medication Policy. This policy is kept in the office.

**Reporting Violence, Bullying or Harassment.**

Violence is any incident in which the person is abused, verbally or otherwise, threatened, or assaulted and may also include bullying and sexual or racial harassment. The school will endeavour to prevent violence to staff and pupils occurring, and to support and assist them should violence occur. Please use in conjunction with Refresh Education Anti-bullying and Behaviour Policy

**Emergency Procedures**

In the event of an emergency the Fire Brigade, Police or Ambulance Service may be summoned by Natasha Clough or Eleanor Benson

If the emergency is a fire or any other serious imminent danger, the alarm must also be raised by using the nearest call point.

*Note Evacuation as a result of a credible ‘bomb threat’ should be achieved without using the fire alarm as it may set off the device.*

All student and staff will proceed to the designated evacuation assembly point - ***opposite side of the road on Christian Road.***

On hearing the alarm all staff, pupils and visitors should immediately leave the premises and assemble in the designated area – as above. No one should re-enter the building until the alarm bells have stopped ringing and the Head Teacher or Fire Brigade have authorised re-entry. Fire Drills will be held once a term and recorded appropriately.

**Staff Responsibilities**

Emergency evacuation procedures are posted in each classroom. Staff should familiarise themselves with the procedures and bring them to the attention of pupils.

Staff will ensure:

* all exits are unlocked while the building is occupied
* fire exits are free from obstruction at all times
* fire doors are never propped open
* missing or empty fire extinguishers are reported to the appropriate company
* electrical equipment not in use, is switched off and the plug removed from the socket.
* In the event of the fire alarm sounding, staff should ensure that wherever possible all doors and windows are closed, and electrical equipment is switched off.
* Staff may tackle small fires using the appliances provided if trained to do so, but only if this can be done without putting themselves at undue risk.
* Use of the fire appliances must only be regarded as a "first aid" measure and the Fire Brigade must always be summoned without delay.
* Teachers should accompany their classes to the designated assembly point, where they should check their registers. If anyone is missing, the management team be informed as soon as possible.
* No one should stop to collect personal belongings in an emergency, or re-enter the building until authorised to do so.

**Safety of People with Disabilities**

Individual arrangements for the safety and safe emergency evacuation of pupils with disabilities will be determined before their entry to the school.

For staff with disabilities, a meeting will be arranged between them, the management team and the Health & Safety Team, if appropriate, as soon as possible after their appointment.

For staff or pupils with temporary mobility problems, e.g. a broken leg, similar meetings will be held.

Any significant change to procedures, escape routes or the building that are required to facilitate evacuation will be detailed in a personal emergency evacuation plan (PEEP).

**Security**

Every endeavour will be made to ensure that the school is kept secure from unauthorised access at all times.

Staff will wear I.D badges at all times during the school day and all visitors will be asked to sign in on the appropriate register and wear a visitors badge / lanyard

All meetings with parents / professionals will be pre- arranged and will be outside of teaching times

**Risk Assessments**

*Building*

Each area of the school premises to have its own Risk Assessment in place – these are to be updated annually or early should an incident / accident deem it necessary

*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.

Individual classroom / school-based activities to have bespoke Risk Assessments to be reviewed each time the activity is conducted

*Manual Handling Equipment/Materials*

Manual handling is defined as the transporting or supporting of a load which includes lifting or supporting people. Wherever possible manual handling will be avoided or done by mechanical means, so that the risk of injury to both staff and pupils, from manual handling is reduced to the lowest level reasonably practicable.

All staff that carry out unavoidable manual handling tasks on a regular basis will be trained. Under no circumstances will pupils be allowed to move heavy items of furniture or equipment.

Staff are reminded to reduce loads whenever possible and to seek assistance if necessary.

Only staff who have received manual handling training or instruction are to participate in tasks involving the lifting of persons.

*Display Screen Equipment (DSE)*

Any member of staff who is a USER of DSE has completed the Display Screen Equipment – Computer Workstation Risk Assessment (from the training provider).

All staff that are classified as “Users” of Display Screen Equipment (DSE) will be given information and training on its correct use.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations.

*Workplace*

 An inspection of the workplace, buildings/grounds, has been undertaken in order to identify any failures 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, inspections to proactively identify defects within the workplace.

Staff and pupils are encouraged to report any defects they note.

All works identified are prioritized and the work is then either carried out or programmed for completion as and when funding becomes available.

*Control of Substances Hazardous to Health (COSHH)*

The School will ensure that the risk to staff and pupils from substances hazardous to health is prevented or controlled so far as is reasonably practicable.

Risk assessments will be carried out by the management team, combining information from the ‘Manufacturer’s Safety Data Sheets (MSDS)’ and its use.

No new substances should be generated or brought into school, unless a risk assessment has been carried out and the ‘safety data sheet’ is held.

The safety data sheet should be available in the event of an incident.

The COSHH Records are kept in the office and are available for inspection at all times.

*Competence*

All staff are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management.

The school considers its staff to be competent but will provide training/instruction or supervision as required. To facilitate this, training records are kept and training updates delivered.

*Fire Precautions*

The school has undertaken a fire precautions risk assessment and evacuation procedures can be found in the specific arrangements section of this policy.

a) A fire plan is displayed in every classroom and at fire exits . This indicates the position of call points, fire exits, detectors, fire extinguishers and any other relevant fire equipment. It also indicates the location of the isolation points for Gas, Electricity and Water.

b) Fire evacuation notices are displayed in each classroom.

c) Information is kept on maintenance arrangements, e.g. checks on alarms and fire extinguishers.

d) Fire drills are carried out regularly and monitored accordingly.

**Contractors on Site**

All major contracted work will be carried out during non-teaching times. Where this is unavoidable due to the nature of the work / repairs or damage, contractors will be required to follow the visitors policy

**General Maintenance Arrangements**

All equipment on site will be maintained in efficient working order to ensure that it is safe to use.

The following arrangements have been made:

* Fire Extinguisher/Fire Alarms Fire extinguishers are subject to an annual check by the provider and are checked on a weekly basis by the management team to ensure that they are in position and that the pins are in place.
* Portable Appliance/Electrical Equipment (PAT) Testing - All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment it is put out of use until it is checked, to ensure safe operation, or the defect is remedied.
* Portable electrical equipment, including the personal property of staff on school premises, will be tested annually by a competent person.
* No equipment should be used unless it has been tested.
* The school will ensure that all electrical equipment is constructed and maintained so as to prevent danger as far as is reasonably practicable and will comply with the standards detailed in the Electricity at Work Regulations 1989.
* An inventory of all electrical equipment is kept.

**School Trips**

*Trips and visits*

All school trips to follow the school Trip and Visits Policy

*Transport*

Staff transporting pupils/equipment in their own cars.

Staff who use their own cars must confirm that their insurance policy covers them for this purpose and the vehicle is fit for purpose

When external transport is used this must be from a reputable firm and appropriate risk assessments to be in place

Where public transport is being used – all considerations for health and safety will be reported and risk assessments will be completed

**No Smoking Policy**

The school has an obligation to its staff to provide a safe working environment, without risk to health. It accepts that passive smoking presents a risk to staff and therefore has a no smoking policy.

The smoking ban applies to all employees, visitors and pupils whilst on school premises or in school vehicles and to the premises in and out of normal school hours.

This policy also applies to volunteers transporting staff or pupils on school business.

**Legionella**

An assessment has been completed by a specialist on the hot and cold water systems. Legionella risks have been assessed and a legionella management plan has been drawn up for the school to manage the risk of legionnaires’ disease. Employees have been instructed in their duties under the plan, and records are maintained in accordance with the management plan.

* Shower heads are cleaned every quarter by the management team
* infrequently used outlets are run at least weekly by the Management team
* hot and cold water systems are run before the start of each term by the Management team
* Water temperatures are regularly monitored by the management team as part of our schools local legionella management process, any temperature profile anomalies are immediately reported to Property Services ( and acted on.
* The school ensures that all work done under their control on pipe runs, water systems and components complies with the standards detailed in Legionnaires' Disease. - The Control of Legionella Bacteria in Water Systems, Approved Code of Practice and Guidance

**Behaviour and Safety of Pupils at School**

The school recognises it has a statutory and common law duty to protect our employees and ‘others’ from violence and aggression or even illness as a result of repeated behavioural episodes to the extent they cause a member of staff to be off work with stress.

This legal duty extends principally to staff as employees, if they are attacked by anyone, but also extends to pupils in health and safety terms as they would be classed as ‘others’ affected by our activities.

Behaviour and Safety of Pupils at School Paulton Junior School places a very high expectation on our pupils’ behaviour. – see Behaviour Policy & Anti – Bullying Policy for further information

**Violence and Aggression to Staff**

The school expects the very highest standard of behaviour from its staff. All adult visitors to the school, governors parents and contractors are also required to demonstrate the highest standards of behaviour to set an example to pupils. If they are unable to do so, they may be asked to vacate the premises, and accepted back under strict conditions, or only by appointment. – See Staff Code of Conduct & Visitors Policy

**Occupational Health**

The school’s occupational health provider is through the Local Authority and they can be contacted by any member of staff at any time of the day or night 0300 123 6720

**Occupational Stress**

The school have adopted the Managing Stress in Schools Code of Practice and have a written a specific managing stress in schools statement.

* It will actively identify and manage and where necessary carry out a specific risk assessment on occupational (work) related stress. I
* further acknowledges its responsibilities towards all of its employees and their levels of work related stress as a result of the school standards and will actively endeavour to counteract them.

Specifically the school will:

1. Recognise that proactive and constructive prevention and management of stress is an on-going and integral part of management practice and ensure that school managers receive appropriate training for this.

2. Ensure that risk assessments are carried out in consultation with staff, when potential causes of stress or stressful situations are identified, so that appropriate control mechanisms are developed and adopted.

3. Ensure that a supportive culture is encouraged in the school, so that all staff feel able to raise concerns on stress at staff / management meetings and receive a supportive response. 4. Ensure that all staff have agreed, clearly defined, reasonable and realistic objectives and responsibilities and that potential stress is considered whenever changes are made to these. 5. Identify channels of support for members of staff in potentially stressful situations and ensure that staff are aware of these.

6. Ensure that school managers and staff recognise the effect that their behaviour can have on the stress of colleagues and accept this responsibility in avoiding causing unnecessary stress in others.

7. Encourage staff to recognise that health and safety responsibilities include a responsibility of individual employees to contribute to development and implementation of strategies for reducing stress. This includes a personal responsibility to seek assistance at an early stage.

**Designated Person(s)**

Health & Safety Coordinator – Eleanor Benson

COSHH Assessors – Natasha Clough & Eleanor Benson

Nominated First Aiders – Eleanor Benson & Natasha Clough