

**SUTTON ON SEA**  
**COMMUNITY PRIMARY SCHOOL**

**POLICY ON**  
**HEALTH & SAFETY**

This policy was ratified by the Governing Body at their meeting on 21<sup>st</sup> October 2020

Signed.....Chair of Governors  
(LYN ROUSE)

Review date: October 2020



# Health and Safety Policy

## Sutton on Sea CP School

### Sutton on Sea

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## **1 Statement of Health and Safety Policy and Intention**

The Governing Body of Sutton on Sea Community Primary School is committed to:

- to the provision of safe and healthy conditions for pupils, employees and visitors;
- compliance with all relevant health and safety legislation;
- and seek the co-operation of employees, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health;
- The main hazards and risk control arrangements are detailed in Section 3.
- It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.
- If in doubt about anything to do with health and safety, stop and ask where necessary specialist advice will be obtained.
- This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

### **2.0 Organisation and General Responsibilities**

Overall and final responsibility for Health and Safety is that of the Governing Body.

Day to Day responsibility for Health and Safety is delegated to the Headteacher.

### **2.1 Governing Body**

Are responsible for ensuring:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored by direct involvement or by considering inspection reports;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings
- a Governor is given specific responsibility for health and safety;
- The appointed governor is: Mr A Elson
- the Governor with specific health and safety responsibilities and the Headteacher receive health and safety management training and are competent to deal with the health and safety aspects of the work;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;

## 2.2 Headteacher

- The Headteacher is responsible to the Governing Body for ensuring that:
- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the significant findings regarding the above are recorded;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Governing Body;
- specialist help and assistance is obtained where necessary;
- The reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.
- Liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented;

## 2.3 School Caretaker (Mr Mark Brown) and School Business Manager (Mrs Anita Cram)

Is responsible for assisting the Headteacher with the above and specifically for:

- Assisting in the annual reviews of risk assessments;
- monitoring the health and safety standards of the school on a day to day basis reporting any problems that cannot be rectified to the Headteacher;

## 2.3a Education Visits Co-ordinator

- The **Education Visits Co-ordinator** for the school is D Pearson. He is responsible for the management and oversight of all trips.

## 2.4 All Employees

- Are responsible for:
- taking reasonable care for their own health and safety and that of other employees and visitors who are be affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy;
- monitoring the health and safety standards of their own areas ensuring that appropriate risk control measures are implemented;
- Reporting to the Headteacher any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.

## 2.5 Pupils

- Pupil are expected:
- to exercise personal responsibility for their own health and safety and that of their classmates;
- to observe standards of dress and behaviour consistent with the health and safety of themselves and others;
- to observe the rules of the school and in particular the instructions of teachers;
- To report any health and safety issues immediately to a member of staff.

## 2.6 Health and Safety Assistance

The Headteacher is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and is responsible for providing the health and safety assistance as and when requested. The Corporate Health and Safety Team can be contacted on 01522 553514 or E-Mail [corporatehealth&safety@lincolnshire.gov.uk](mailto:corporatehealth&safety@lincolnshire.gov.uk)

## 2.7 MONITORING ARRANGEMENTS

- The Governors and Headteacher will review the school's policies in line with the Workplace (Health, Safety and Welfare) Regulations 1992 and any subsequent legislation.
- Audit team will comprise:-

The Headteacher, a non teaching member of staff, a governor from Premises Committee and the Caretaker.

The Headteacher and *one* of the above will also carry out interim inspections in the summer and autumn terms.

- A report of the audit will be submitted for the Governors' consideration at their next meeting for normal business.
- The Headteacher will update Governors on Health and Safety matters at other meetings through the Headteacher's Report.
- Improvements to our safety arrangements are always possible and Staff and Governors are encouraged to make observations to the Headteacher at any time.

## 2.8 SAFETY REPRESENTATIVES

Teachers:	Mr D Cunningham
Non-teaching:	Mr M Brown
Governors:	Mr A Elson

## 2.9 INDUCTION TRAINING

The Headteacher will make all new employees familiar with the school's safety procedures. New or updated information will be circulated to all

employees as it becomes available. Employees will be asked to sign to acknowledge receipt of information.

#### **2.10 FIRST AID BOXES ARE KEPT IN:**

- the Medical Room
- the Hall store
- the kitchen

A 'travel kit' should be made up for school visits. The party leader is responsible for arranging this.

#### **2.11 The following staff have current full first aid at work qualifications:-**

- Mr D Pearson

In addition to this the following staff 'Emergency First Aid at Work' and 12 Hour First Aid for Child Carers (Paediatric) Course

- Mrs K Turner
- Mrs M Mountain
- Mrs K Francis

**2.12** During lesson time children should go to the Teacher or Teaching Assistant, Higher Level Teaching Assistant. A member of staff is sited in the medical room during all breaktimes for minor and major injuries. At lunchtime the Midday Controller or SMSAs will attend to children.

**2.13** All minor accidents and injuries that receive treatment are to be recorded in the pupils' accident book kept in the first aid box in the medical room. Major injuries and accidents should be recorded as follows:-

Teaching/Ancillary Staff: Accident Book (HMSO document)  
Form PO3

Pupils: Pupil Accident Book in medical room *and* HSE Form  
'Report of Injury or Dangerous Occurrence' if  
appropriate.  
RIDDOR – F2508

**2.14** Parents/ carers should be informed immediately of any serious injury. Emergency contact numbers are kept in the Pupils' Phone Book in the school office. Enter details of children taken home in the book kept in the school office.

**2.15** Where it is not possible to contact parents and the injury is serious, an ambulance should be called for immediately.

If ever in doubt, err on the side of caution.

**2.16** If a child receives any bump to the head parents/carers are informed immediately. Children are also issued with a bumped head letter. If the designated First Aider deems that the bump is serious i.e. cause of accident and extent of swelling, an ambulance will be called for.

## **2.17 MEDICINES IN SCHOOL**

- For chronic, long term illnesses such as asthma, diabetes, hay fever, and epilepsy medicines may be brought to school. A consent form must be completed by parents / carers for the administration of medicines.
- Such medicines should bear a chemist's label *clearly* showing name of child and the frequency/amount of dose.
- A list of children requiring such medicines will be kept in the office with a copy displayed in the medical room and the staffroom.
- Medicines must be kept securely out of reach of children i.e. locked drawer, filing cabinet, high cupboard with no access for children in the school office.
- Children will have a nominated person responsible for administering the medicine. This will be a nominated person. In order that medication is correctly given, should the nominated person be absent, instructions relating to children, location of medicines etc should be attached to the class register. A star should be placed next to the child's name with a note to refer to these instructions. This responsibility will then fall to the headteacher.
- Medicines to treat short-term illnesses (chesty colds, earache, etc) are accepted into school. Should a GP advise otherwise arrangements for parents to come into school to administer medicine should be made, if requested. Parents/Guardians are requested to fill in a permission to administer medication form at the school office. A register is maintained of when, dosage and who administered and any reaction of medicines.

## **2.18 FIRE PRECAUTIONS AND PROCEDURES**

- Fire arresting doors must be kept closed.
- Fire escape doors must be kept free of obstructions at all times.

- Care should be taken that curtains, drapes, furnishings, display and educational materials added to classrooms do not constitute a fire hazard.

### **2.19 On discovering a fire:-**

- Please refer to **IN THE EVENT OF A FIRE - Emergency Plan guidance**

### **2.20 BOMB THREAT/HOAX RESPONSE PROCEDURE**

- Inform the Police
- Evacuate all threatened buildings to fire assembly point in the first instance. Staff and pupils to then make their way to the Methodist Church.
- Follow further advice/instructions from the Police

### **2.21 MIDDAY SUPERVISORS**

- When moving dining tables, a maximum of two tables will be moved at once. A minimum of two persons will be involved in this operation.
- When moving chairs a chair trolley will be used where practicable. The trolley will be loaded with a maximum of eight chairs at any one time. A maximum of four chairs will be lifted at one time without the aid of a trolley.
- All spilled food and liquids must be cleared from the hall floor prior to 1:15pm. Any wet/slippery hazards must be reported to the school office or to the class teacher using the hall at 1:15pm.

### **2.22 ADMINISTRATIVE STAFF**

- The Headteacher will assess 'users and workstations' under the Display Screen Equipment Regulations 1992. Arrangements will be made to reduce any risks highlighted by an assessment.
- 'Users' in this school are deemed to be the Headteacher, Deputy Headteacher, School Business Manager, Administrator and IT Consultant.
- The school will arrange an eye/eyesight test for users on request, and provide spectacles if special ones are needed.
- Users will plan their work using display screens so that there are breaks or changes of activity e.g. 5 - 10 minute break after 50 - 60 minutes of continuous work.

## **2.23 TEACHING/ANCILLARY STAFF AND CHILDREN**

Coming to and from school:

- Rear entrance to be used whenever possible or the pedestrian entrance from Station Road.
- Vehicles 5mph max.
- Cycles to be dismounted at gate and walked to shed and vice versa.
- Children should not arrive at school before 8.40am unless attending the school's Breakfast Club where they should not arrive before 8am.
- Children going home to lunch should not return before 12.55pm unless asked to do so by teachers.

Moving around school:

- Children should walk from room to room when moving as a class or individually.
- Where contract work is to be of significant length a pre-site meeting will be requested by the Headteacher to discuss related Health and Safety matters. All building works and statutory obligations are managed by the school in consultation with contractors who take responsibility for all administration and Health and Safety organisation. The Headteacher or in his absence, a member of the Leadership Team is informed of all parts of the process
- Staff will be informed via the Headteacher about contractors' activities which may affect them. Staff should notify the Headteacher about any proposed school activities which may affect the contractors' safe working.
- All contractors are expected to adhere to safe working practices and may be asked to produce their Health and Safety policies for inspection by the Headteacher.
- All contractors are required to read the Asbestos Information File and sign to say they agree to the contents.

## **2.24 VOLUNTEERS AND SUPPLY STAFF IN SCHOOL**

- All volunteer and supply staff must exercise the same duty of care with regard to Health and Safety matters as all other workers in school.
- The Headteacher or Deputy Headteacher will be responsible for informing volunteers and supply staff of the Health and Safety requirements which are relevant to them.

## **2.25 GRIEVANCES AND DISCIPLINARY PROCEDURE**

All Health and Safety matters will be dealt with as outlined in Staff Conditions of Service and Governors' separate policies for Grievance and Disciplinary procedures

## **2.26 PERSONS RESPONSIBLE FOR ASSESSING RISKS**

The person(s) responsible for assessing risks and carrying out risk assessments are the headteacher in conjunction with the caretaker and / or members of staff that are undertaking activities that present a potential risk.

## **3.0 Arrangements and Significant Findings of Generic Risk Assessments**

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## **Risk Assessment Procedures and Training**

### **Legal Position**

The duty to assess risks and take appropriate action to remove or control the risks is fundamental and absolute. The purpose of a risk assessment is to identify the measures to remove or control the risks. A systematic general examination of all activities is necessary. Risk assessments must be 'suitable and sufficient' and records should be kept to show that:

- a proper check has been made;
- those affected have been identified;
- all the obvious and significant hazards have been covered;
- the controls are reasonable and the remaining risk is low.

### **Definitions**

**Hazard** - something with the potential to cause harm. (e.g. falls, slips, fire, electricity, vehicles, substances, manual handling). The harm will vary in severity – some hazards may cause death, some may cause injury or ill health causing short or long term incapacity, others only cause cuts and bruises.

**Risk** - the combination of the severity of harm with the likelihood of it happening. Used as the basis for prioritising actions.

### **Carrying Out Risk Assessments**

- Identify the hazards (ignore trivial hazards, concentrate on obvious and significant hazards);
- Decide who might be harmed and how;
- Evaluate the risks and decide if existing controls are adequate or if more should be done, (in many cases this can be done by finding out what is up-to-date good practice);
- Record the significant findings (see form overleaf, other policies/procedures can be quoted);
- Review assessments annually or when circumstances change and revise if necessary.

### **Controlling Risks**



## **General Hazards**

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floors surfaces. Employees are expected to rectify these situations where possible or report them to the Headteacher.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Employees are to inspect these before use and report any defect to the Headteacher. Employees are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Caretaker. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

All radiator spindles must be fitted with a hand wheel or cap to prevent penetration injuries.

Heaters with hot surfaces are fitted with guards to prevent injuries and hot water temperatures in pupil's areas are set to so as not to cause scalding.

Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

## **Vulnerable Glazing**

The vulnerable areas of glazing have been protected with anti-shatter film to prevent serious injuries in the event of breakage. This includes all wired glass in doors/side panels and below 800mm from the floor. In addition the glazing in windows facing the play ground and all glazing below 2 metres in the Sports Hall and Gymnasium have been safeguarded.

## **Electrical Equipment**

Employees shall not attempt repairs or make modifications to electric equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

The fixed electrical installation in the School is inspected and tested on a 5 yearly basis by electrical contractors and any maintenance to prevent danger is carried out.

Only electrical equipment provided by the School shall be used. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. (Low risk office equipment such as computers where the mains cables are organised to prevent damage are unlikely to require maintenance to prevent danger are not included).

Employees are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

It is essential that where portable electric equipment is used outdoors a residual current device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

### **Working at Heights**

Employees are reminded that falls from heights is the most common cause of fatal and serious accidents at work.

Employees shall not work at heights of more than 2 metres (from floor to feet position) when they are working alone in or around the school, if an accident occurs there is no one to call for assistance.

The need to reach things at heights should be eliminated where ever possible e.g. displaying pupils work and storing things below head height, using window poles to instead of climbing to open windows. Where this is not possible proper access equipment must be used and the following rules followed:

Before using a ladder or step ladder make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried safely. In these cases the equipment must be erected in accordance with the manufacturer's instructions by a person who is competent having received sufficient instruction and training.

### **Ladders and Step Ladders - General Rules**

- Check that equipment is in good condition, do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.
- Check the ladder is clear of overhead electric cables.
- Set the ladder at the correct angle (1 out to every 4 up)
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.

- Move ladders and step ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible, this ensures the ladder cannot slip sideways or backwards, whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse:
- Stand the ladder or step ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use, make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder, use a hoist line to raise larger items when at the working position.
- Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure hand hold. Always spread step ladders to their fullest extent for stability and check retaining hinges/clips are secure.
- Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable, where this is unavoidable another person should support the steps to prevent them tipping.

### **Substances Hazardous to Health**

- Where possible all substances used in the School should be non hazardous e.g. not labelled ‘Toxic’, ‘Harmful’, ‘Corrosive’ or ‘Irritant’.
- All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturer’s instructions. Employees should be aware of the requirement to assess the risks to health of any hazardous substances brought into the School to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.
- Some hazardous substances are unavoidable, the COSHH assessment for cleaning substances and *legionella* bacteria are given below.

### **School Cleaning Substances**

- Liquid cleaners, disinfectants and carrying the ‘Irritant’ and ‘Harmful’ warning labels are used for the general purpose cleaning in the School. BLEACH is banned from use in all county council premises
- These substances are necessary, substitutes without these hazards are considered not to be effective.
- The following measures are used to control the risks to health from the use of these substances:
- The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons.
- The substances are only to be used as directed by the manufacturers on the containers.

- Substances shall not be mixed together, toxic fumes can be generated if they are mixed with other substances.
- Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of PVC gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes need to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Headteacher and where appropriate to a medical practitioner.
- Where substances are transferred into smaller containers for use they are marked with their contents and appropriate hazard sign.
- The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.
- **Legionella Bacteria**

There is a small risk of *legionella* bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons. A company specialising in water hygiene has been commissioned to assess the risks and the recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipe work etc. Once a year during the summer holidays a specialist company is contracted to clean and chlorinate the water storage tanks, pipe work and shower heads etc. In addition the caretaker is responsible for ensuring that outlets are cleaned and the hot and cold water services are thoroughly run through prior to the school re-opening after more than 5 days closure.

### **Fire Risk Assessment**

- A fire risk assessment has been carried out as required by the Management of Health and Safety at Work Regulations 1999. The significant findings are recorded separately.

### **Manual Handling of Items and Equipment**

- Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all employees. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.
- Employees shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to Headteacher.
- Employees must follow the guidelines that are to be found in the staff handbook on staff common.

- When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.
- Special care is to be exercised where pupils are involved with the moving of objects e.g. moving trampolines or pianos. Employees are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.
- The manual handling of any objects which present a significant risk of injury and which cannot be avoided, is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.
- The following operations have been assessed and along with the manual handling training that has been provided are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

### **Chair and Table Moving**

- Measures to reduce the risk of injury:-
- using correct lifting techniques.
- carrying no more than 2 chairs at a time
- using special trolley for moving stacks of chairs
- carrying no more than 1 table between two adults at a time
- obtaining assistance where the timescale involved could lead to over-exertion.

### **Miscellaneous Packages and Items**

- Measures to reduce the risk of injury:-
- using correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance where the weight/size of load is beyond individual capacity.
- Furniture, Lockers, Display Boards etc
- Measures to reduce the risk of injury:-
- using the correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance in proportion to the weight/size and distances involved;
- wearing protective equipment such as gloves and safety footwear.

### **Moving and Handling Assistance for Pupils with Special Needs**

- An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Mouchel Health and Safety Advisors.
- The assessment will identify the moving and plan appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:
- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and where appropriate encouraging pupils to move themselves or by re-organising activities;

- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable. e.g. training for employees in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.
- The moving and handling plans will be recorded in pupil's care plan.
- The assessments shall be reviewed each term or when significant changes occur.

### **Display Screen Equipment (DSE)**

- Computer equipment is used extensively by employees in the School Office and all Teachers. These employees have been designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992.
- 'Users' are provided with information and training about the risks to their health and how to minimise them;
- Workstations in the Office have been assessed to ensure they satisfy minimum requirements and the risks are reduced to lowest level reasonably practicable;
- Frequent changes of activity occur, therefore no special breaks need to be planned into work routines to prevent the onset of fatigue.
- 'Users' are entitled to eye tests and any special spectacles required for display screen work. Initially 'users' are to request these through the Headteacher who will provide referral letters to take to an optician of their choice.
- Work related upper limb disorders such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

### **Smoking and Vaping (E-Cigarettes) at Work**

- Smoking and Vaping are not permitted in the school or anywhere on its site. This is to prevent unwanted exposures to environmental tobacco smoke which is health hazard and to minimise the risk of fire.

### **Contractors Activities**

- Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on the County Council's approved list, or can show in some other way, they are competent to carry out their work in accordance with the relevant statutory provisions will be selected for work on the premises. Before work commences the Headteacher must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, employees and visitors. The

Headteacher or delegated employee shall then monitor the contractor's activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient must be immediately discussed with the contractors.

- The Construction (Design and Management) Regulations 1994 (CDM Regulations) will apply to larger projects. i.e. all demolition work irrespective of size and construction work which involves more than 5 persons or takes longer than 30 days. In these cases the Headteacher is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

### **First Aid Arrangements**

- One employee is a certificated first aider, this is considered to be appropriate for the risks and numbers of persons present. All first aid training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and the certificated first aider, is responsible for checking the contents on monthly basis and replacing any items used. All employees should familiarise themselves with the location of these so that in the event of an injury or acute illness these can be located quickly. In these cases an ambulance can be summoned from telephone in the Office.
- Employees should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

### **Head Injuries**

- Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing or which change the behaviour of the pupil should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries, could be serious and these also should be referred immediately for further medical attention. Parents / carers are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non significant head bumps which show no signs or only slight reddening.

### **Other Injuries**

- Broken bones may sometimes not be obvious in children, any injury which results in continued pain or changed mobility should be referred immediately for further medical.

### **Infection Control**

- Aids and hepatitis B viruses are a risk to employees involved in the provision of first aid. The universal precautions for cleaning up body fluid spills detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries should be followed to prevent the spread of infection. This poster is displayed in the Staffroom.

## **Pregnancy and Work**

- Employees who become pregnant shall inform the Headteacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the Department of Health poster 'Guidance on infection control in schools and nurseries' which is displayed in the Staffroom.

## **Young persons working or on work experience in the school.**

- If young persons come to the School to work or on work experience special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. They require that a specific risk assessment to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.
- All young persons will work directly under the supervision of an experienced employee who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility a 'child' are informed as described above, a copy of this policy shall be forwarded to them with the confirmation letter.

## **Swimming**

- The LA provides guidelines for school swimming activities (Section A15 of the School Administration handbook) and all teachers involved in the provision of swimming should familiarise themselves with them. Further guidance is available in the BAALPE publication which a copy of is held in school.
- Qualified Staff at the Meridian Sports Centre Louth, and teachers with a valid award stated above will provide instruction. The teachers continue to be responsible for the pupils on the journey, in the changing rooms at the poolside and in the pool. As there will always be lifeguards present it is acceptable for teachers to instruct groups. Teachers should instruct at a level that is commensurate with their Swimming Teachers Award.
- Children unfit should not be taken swimming. If a teacher is in doubt about the fitness of a child the matter should be referred to the Headteacher.
- Teachers must insist on the highest standards of discipline and conduct from the children and refer any poor behaviour to the Headteacher.
- Children should be head counted before, during, and upon return to school by coach.
- Absolutely no jewellery is to be worn during swimming lessons.

## **School Security**

- The main reception entrance is monitored at all times to prevent unauthorised access.
- All visitors are required to report to the Reception Office on arrival.
- The names of all visitors, their time of arrival and departure should be recorded and a badge issued for identification while on the school site.
- Unknown persons on the school site not wearing a visitors badge are to be asked what they are doing and if they require assistance. In some cases it may not be appropriate for a lone employee to make this approach, in these cases the Headteacher is to be informed and if necessary the police called for assistance.

## **Violence at Work**

- The school seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:
  - Employees who have any qualms about parental interviews should arrange for a colleague to be present.
  - Employees should not become confrontational even if provoked, offer to arrange another meeting with senior colleagues and close the interview.
  - Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale.
  - Do not make home visits alone.
  - If verbally or physically abused leave or call for assistance immediately.
  - Employees should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Headteacher. This will enable incidents to be monitored, investigated, and appropriate action taken.
  - A register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.

Employees who suffer violence at work will be sympathetically treated and a variety of support systems are available.

## **Educational Visits**

Employees should note that pupils face far higher risks on school visits than they do in the school.

The advice and guidance in the DCFS document 'Health and Safety of Pupils on Educational Visits' shall be used to help assess and control the risks.

The Health and Safety Co-ordinator is expected to help the Educational Visits Co-ordinator (EVC) for the school to help teachers/group leaders assess the risks and implement control measures

Site/visit specific risk assessments are carried out/recorded on EVOLVE (which is the Local Authorities Online system) for risk assessing for visits not covered by the generic risk assessments and where necessary teachers/group leaders carry out trial runs without pupils to identify the hazards and the measures necessary to control the risks

On going risk assessments are carried out by teachers/group leaders whilst on visits to ensure any additional control measures or prohibitions are implemented to control risks

### **Medicines and Infection Control**

The storage and provision arrangements for pupil's medicines are kept in the School Office or if requiring fridge storage in the Staffroom fridge.

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in schools and nurseries'. This poster is displayed in the Staffroom.

### **Injury Reporting**

Minor injuries to employees and pupils shall be recorded in the accident book by the person administering first aid.

Some Injuries and Incident will need to be reported to the Health & safety Executive.

#### **a. OVER 7 DAY INJURIES**

When to RIDDOR report

The following gives details of when RIDDOR notifications must be made:

'Over 7 Day' absence injuries to employees (including self-employed persons working on County Council premises) must be reported to the ICC within 15 days via the on-line database system, the confirmation hardcopy being kept on file and a copy sent to the Corporate Health and Safety Team (based at Orchard House, Lincoln) .

'Reportable Diseases' as notified by doctor's certificate must be reported to the ICC within 10 days via the on-line database system, the confirmation hardcopy being kept on file and a copy sent to the Corporate Health and Safety Team.

'Fatalities', 'Specified Injuries' and 'Dangerous Occurrences' (iv) must be reported immediately to the ICC via telephone or on-line database system, the confirmation hardcopy being kept on file and a copy sent to the Corporate Health and Safety Team.

## **b. SPECIFIED INJURIES**

### Employees/Self-employed

Some Injuries to employees or self-employed persons working on County Council premises or involved in activities controlled by the County Council are RIDDOR reportable.

#### **Specified RIDDOR reportable injuries:**

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalping's (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

#### **Injuries to non-workers**

You must report injuries to members of the public or people who are not at work if they are injured through a work-related accident, and are taken from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. In these situations injuries are defined as any injury arising out of, or in connection with work where the person is taken to hospital direct from the premises. In 'connection with work' is where the injury is attributable to:

- work organisation (e.g. supervision)
- plant or substance (e.g. lifts, machinery, practical lessons in schools etc)
- the condition of the premises (e.g. uneven surface, defective guardrail)

In schools, playground accidents or contact sports that result in collisions, falls or slips are NOT RIDDOR reportable to the HSE unless they arise out of, or in connection with work as above, e.g. through the condition of the premises or

equipment or through the lack of supervision. Likewise, injuries to elderly persons which are because of their health, are not RIDDOR reportable to the HSE unless attributable to the condition of the premises or equipment or through lack of care.

### **c. FATAL INJURIES (Deaths)**

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. This is the fatal injury of any person on premises or involved in activities controlled by the County Council. If an employee dies within a year as a result of a "Specified" or "Over 7 day" injury, the HSE must be informed.

NB - The Health and Safety Team must be contacted immediately in the case of a 'Fatality', 'Specified Injury' or a 'RIDDOR Dangerous Occurrence' and a PO3 MUST be completed once all necessary notifications have been made.

### **d. REPORTABLE OCCUPATIONAL DISEASES**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

### **e. DANGEROUS OCCURRENCES**

Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;

- Plant or equipment coming into contact with overhead power lines;
- Explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online RIDDOR Danger Occurrence guidance.

In the event of "over 7 day" absence injuries, "Reportable Diseases" and "Fatalities, Specified Injuries and Dangerous Occurrences" as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (RIDDOR) the Headteacher is responsible for contacting the Incident Contact Centre (ICC) online by their Online reporting website, or for fatal and major injuries only by telephone on 0845 300 9923,

### **Statutory Notices**

The Health and Safety Co-ordinator is responsible for ensuring that the following are displayed where employees can see them:

- a 'Health and Safety Law' poster; (staffroom)
- a current copy of the employer's liability insurance certificate. (School office)

### **Health and Safety Representatives and Consultation**

The role of trade union appointed health and safety representatives is recognised and encouraged. S Sands has been appointed as health and safety representative and will be consulted during the preparation and review of the health and safety policy of the school to enable effective co-operation in the promotion and development of the health and safety arrangements. Facilities and time off from normal duties will be provided so that S Sands can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations 1977.

### **Employee Induction Procedures**

The capabilities of all new employees with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:-

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

## **Physical Education, Sport and Play Activities**

- Most injuries to pupils occur during these activities.

### **General rules for play times**

- A sufficient number of employees will be available to supervise play times and will be positioned where they can see all pupils.
- Employees shall watch for and control over enthusiastic behaviour. In particular running and ball games shall only take place in the designated areas.
- The retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission is prohibited.
- Employees should not carry hot drinks whilst on play time supervision duties unless in insulated safety cups with lids.

### **General rules for sport and physical education**

- Only suitably qualified employees are to supervise physical education and particular attention should be paid to the following:
- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played;
- Ensure pupils are involved in activities appropriate to developing their existing abilities;
- Employees shall position themselves where they can see all pupils;
  
- Appropriate clothing should be worn at all times;
- Long hair should be tied back;
- Watches, large rings and ring type earrings must be removed;
- Sports areas and pitches should be checked before activities start making sure there are no dangerous objects in the Hall on any of the outside areas being used;
- Ensure all equipment is safely set up before using;
- Check equipment for signs of wear/defect regularly;
- Limit the number of pupils using any one piece of apparatus;
- Set up apparatus with adequate spacing between each item;
- If pupils are involved in moving equipment make sure this is done using the correct techniques with enough pupils to ensure that they do not have to struggle;
- Apparatus being used should be at least two metres from any wall;
- Pupils shall be supervised at all time in the Sports Hall/Gymnasium;
- All equipment shall be put away safely at the end of the lesson.

### **Vehicles on the Premises**

- Vehicles manoeuvring around the premises, particularly reversing in restricted areas are a major risk and can cause serious, even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the school premises. In particular:

- pupils shall not be allowed on the playing field whilst mowing takes place;
- pedestrians must use the separate entrances provided;
- delivery and contractor's vehicles must be prevented from entering the premises at school starting and leaving times;
- bus discharge and pick up arrangements must be planned to avoid pupils having to cross the road and avoid the need for reversing whilst pupils are around.

### **Art**

- Suitable step ladders are provided for putting up displays and working at heights, employees and pupils shall not stand on desks and chair.

### **Drama and Music**

- The following measures are taken to control the risks:
- all stage lights are fitted with security chains;
- stage materials and equipment are stored securely to prevent falls;
- pupils are closely supervised;
- routine inspection and tests of electric equipment such as lights, distribution panels and dimmer boards are carried out;
- RCD protection for electrical sockets used for equipment on the stage and for all sockets which are used to supply pupils own equipment, amplifiers etc;

### **School Productions**

- In addition to the above the following measures are taken to control the risks:
- Adequate precautions are taken to prevent falls from scenery constructions and from the edge of the stage.
- Mobile Stage access stairs are kept in good condition and securely fixed.
- Scenery and materials are stored securely to prevent falls.
- Curtains and scenery on the stage are kept well clear of lights.
- All exits from the Hall are kept clear and unlocked.
- Emergency lights are tested to ensure they work properly.
- Emergency exits are clearly signed.
- A public entertainment licence has been obtained for any production that is open to members of the public, the conditions set by this licence in terms of the numbers of people, seating layout, gangway widths and exit routes are complied with.
- Arrangements are made for the provision of first aid in case of injury or acute ill health and a telephone is available for calling the emergency services.
- Chairs for the audience are kept clean and in good condition.
- The Hall floor surface is maintained so as not to be unduly slippery.
- Food hygiene arrangements are supervised by an employee who has attended the Basic Food Hygiene Certificate course.

## Catering

Catering employees employed by the school:

Catering employees are exposed to significant hazards. Health and safety training for employees and clear procedural arrangements are seen as the key to good health and safety in catering operations. The detailed below are in place to control the risks.

- Slip-resistant flooring is installed and any spills are cleaned up immediately to minimise the risk of accidents.
- Proper access equipment is provided from reaching items located at heights. Employees are not to use chairs, boxes etc. or to climb up the front of storage racks.
- All electrical socket outlets are protected by an RCD to minimise the risk of serious electric shock and all exposed metalwork is bonded to earth. The Catering Manager is responsible for ensuring the RCD for the Kitchen circuits is functioning correctly by operating the test button on a monthly basis. Employees must avoid touching switches and controls with wet hands and are to report any earth bond connections which are damaged or loose.
- All gas fired equipment is serviced and maintained on a regular basis by a *Gas Safe* specialist.
- The main isolation valve is clearly marked and this must be closed if a leak is suspected or if there is an unexplained smell of gas.
- The main hazard from ovens and ranges is being burned, either by touching a hot surface, or by being in the way of hot air when an oven door is opened. Oven cloths or oven gloves are to be used when handling trays or tins in the oven. Similar care should be taken when moving oven racks or utensils on the hotplate or cooking top.
- The handles of saucepans should be placed away from the hotplate or gas ring, and not allowed to project beyond the edge of the range, ladles or spoons should not be left in saucepans on hotplates or rings.
- There is also the hazard of a gas flashback if a gas oven/range does not light immediately. The safe lighting procedures must be carefully followed for the manually lit ovens and ranges. A lighted taper should be inserted before the gas supply is turned on. All the gas burners must ignite. When lighting pilot lights it is vital to make sure the main burner is turned off. If the pilot fails to light turn off the gas and report it.
- The entire kitchen area is deep cleaned annually.
- Only trained employees are allowed to use kitchen knives, the safety rules are as follows:

use a knife suitable for the task;

keep knives sharp;

hold the knife firmly;

do not cut towards your body;

do not leave knives on tables or in washing up water;

put the knife away after use;

carry a knife point down;

never try to catch a falling knife;

- Employees are prohibited from using or cleaning the hazardous machinery (e.g. mixer) until they have been trained in the safe procedures. The Headteacher is responsible for providing this training and for authorising employees who are competent to use this equipment.
- Foodstuffs and materials are purchased in manageable sizes, 25kg maximum. Employees are trained in the correct techniques to minimise the risks and are encouraged to seek help with anything they consider to be beyond their capability, especially large pans containing hot liquids.
- Liquid cleaners and disinfectants are used for the general purpose cleaning in the homes. These carry 'irritant' or 'harmful' hazard warning labels and are therefore subject to COSHH Regulations. These substances are necessary, substitutes without these hazards are considered not to be effective. The following measures are used to control the risks to health from the use of these substances:
  - the substances are kept secure at all times when not in use to prevent access by unauthorised persons;
  - the substances are all purchased from the same manufacturer and are only to be used as directed by them;
  - employees are trained by the manufacturer in the correct application methods and safety precautions;
  - substances shall not be mixed together (toxic fumes can be generated if mixed with other substances);
  - contact with the skin is to be avoided by the wearing of PVC gloves.
  - The use of BLEACH is banned from County Council premises
- gloves are to be inspected before use and replaced if damaged (at least one spare pair of gloves is kept in stock at all times);
- accidental splashing on the skin or in the eyes need to be washed immediately with plenty of water and further medical assistance sought if any problems persist;
- any skin problems associated with the use of these substances shall be reported to the Headteacher and where appropriate to a medical practitioner;
- where substances are transferred into smaller containers for use they must be marked with their contents and appropriate hazard sign.
- Containers of concentrated detergent marked with a "corrosive" hazard warning label are used with the dishwasher. Spare containers are kept securely and changed when required. The risk of exposure to this is only likely when changing the tube from an empty to full container and washing out the empty container of the residue before disposal. PVC gloves and goggles must be used for these tasks because this "corrosive" substance will cause serious burns if splashed on the skin or in the eyes. Copious quantities of water must be used to irrigate the affected areas if splashes occur.

- All catering risks are properly controlled to ensure compliance with the Food Safety (General Food Hygiene) Regulations 1995 and the Food Hygiene Inspectors from the Local District Council are happy with the standards of the premises and equipment.

### **Statutory Engineering Inspections**

Thorough examinations are carried out by engineers from an insurance Company every twelve months for all the schools heating plant and associated equipment. The equipment is serviced every six months.

In all the above cases the reports from examinations are reviewed by the Headteacher who will initiate any necessary action to prevent danger. The reports are then kept available by the Headteacher for inspection for at least 5 years.

### **Working Alone**

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below and will require specific risk control measures which are not detailed here.

- Working at heights of more than 2 metres (from floor to feet position).
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.
- Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside). A telephone must be readily available. In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if you are overdue and raise the alarm if there is no reply.

### **Working Time**

- The school recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal school arrangements usually ensure that employees receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some employees, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any employee whose workload dictates they are required to work excessive hours should raise this with the Headteacher.

## **Occupational Health Service**

- Specialist Occupational Health Advisors have been contracted to provide the following:
- Pre-employment screening via the use of a health declaration form and follow up medical examinations where necessary;
- A management referral system for employees with long term ill health or sickness absence;
- Advice and guidance on ill health/medical issues with employees and pupils.

## **Work Related Stress**

- Stress is the reaction people have to excessive pressures or other types of demand placed on them. Contributing factors to harmful levels of stress include work overload, the working environment, working relationships (e.g. bullying or harassment) changes taking place, poor communication and organisational style. If prolonged, work-related stress can lead to physical ill health. It is the policy of the school is to:
- ensure that factors likely to cause intense or sustained levels of work related stress are identified and measures implemented to protect staff;
- adopt an open and understanding management style;
- ensure that staff have the skills, training and resources they need;
- ensure fair and consistent treatment is provided for staff;
- ensure that two way communication takes place, especially in times of change;
- provide support and counselling facilities where appropriate; encourage staff to report any work situation causing intense or sustained levels of work related stress.

## **4.0**

- **RISK MANAGEMENT STRATEGY**
- **INTRODUCTION**
- The school is committed to the provision of high quality education that puts the safety of the pupils and staff first. The school will meet this commitment through a system of risk management that is understood and implemented at all levels of the school.
- The challenge for the school is to reduce the potential for misfortune by being active in managing and minimising risk. If risk is not dealt with well it may result in personal injury to pupils and staff, unacceptable treatment and facilities and, ultimately, in legal action.
- The management of risk is a group, and individual, responsibility. All staff must accept the management of risk as one of their duties and recognise it as a basic part of good practice whatever work they do.
- The school believes in a fair blame culture which is best achieved through an environment of honesty and openness, where mistakes and adverse incidents are identified quickly, and dealt with, wherever possible, in a non-punitive and supportive environment.
- The aim of the strategy is the integration of risk management within the strategic and routine decision-making process within the school. It should be integrated into the philosophy, practices and business plans rather than be

viewed or practised as a separate programme or add-on. Risk management should be recognised within the organisation as an integral part of good management practice and should become part of the organisation's culture.

The Risk Management Strategy aims to provide a proactive approach to:

- identify the existing risks;
- assess those risks for potential frequency and severity;
- eliminate the risks that can be reasonably and practicably eliminated;
- reduce those risks that cannot be eliminated;
- put in place financial mechanisms to absorb the financial consequences of the risks that remain.

### **ACCEPTABLE RISK**

- Generally, to have risk is unacceptable. By its nature, however, education is an activity from which it is impossible to eliminate risk. An acceptable risk is where an informed decision has been made to accept the consequences and the likelihood of a particular risk.
- There is a need to prioritise action against the risks faced by the school.

### **RISK MANAGEMENT AND THE RISK MANAGEMENT PROCESS**

- Risk management is the culture, processes and structures that are directed towards the effective management of opportunities and adverse effects. The process is the systematic application of management policies, procedures and practices to the tasks of establishing the context, and identifying, analysing, evaluating, treating, monitoring and communicating risk.
- Risk management is an approach which identifies the risks faced, then assesses the risks for likelihood and severity. The next stage is to eliminate risks that can be eliminated and reduce the impact of those that cannot.

### **ORGANISATIONAL STRUCTURE AND ACCOUNTABILITY**

#### **ARRANGEMENTS**

#### **Risk Management and Controls Assurance: Governors**

- The responsibility for managing risk rests with the Governors. They carry the responsibility for ensuring that the comprehensive policies and arrangements exist in relation to risk management, and that adequate resources are made available for the implementation. The Governors will take an overview of the risks and make recommendations for the prioritisation of resources. The committee must be made aware of the uncontrolled risks so that they can make an informed decision as to what risks it is prepared to accept and what needs to be addressed at once.

## **The Headteacher**

- The headteacher has an overall responsibility for ensuring that the recommendations of the Governors are actioned and for overseeing the implementation of Risk Management policies. The headteacher is required to maintain a sound system of internal control to manage risks to the organisation's objectives.

## **BENEFITS OF RISK MANAGEMENT**

- Good risk management supports the achievement of our objectives and has a role to play in ensuring the school is well run. The key benefits of a systematic approach to risk management are:
  - increased focus on what needs to be done (or not done) to meet objectives;
  - better management of change of programmes;
  - supporting innovation;
  - reduction of complaints and claims;
  - greater control of costs;
  - enhanced ability to justify actions taken;
  - protecting the reputation of the school;
  - reducing the risk of mistakes.

## **IDENTIFICATION OF RISKS**

- Risk can be identified through the following: risk assessment; external assessments; adverse incident reporting; risk profiling; audit; claims; complaints; exit interviews with staff; whistle-blowing; new legislation; appraisal with staff; backlog of maintenance reports.

The school employs a wide range of staff with special skills that can assist the managers to identify and minimise risks by providing accurate, up-to-date advice, information, training and other support.

## **THE SCOPE OF THE STRATEGY**

- There are four main categories of risk in the school. These are:
  - direct staff and pupil risks – including risks relating to standards of care and consent, working beyond competence, and failure and delay in reporting;
  - indirect care risks – including risks relating to security, fire, buildings, plant and waste.
  - Health and Safety risks – including risks relating to health and safety regulations, unsafe systems of work, Control of Substances Hazardous to Health (COSHH), failure to provide information, training and supervision, failure to provide a safe place of work and risks to health.
  - organisational risks – including risks relating to achieving the 'must-be-dones'

## **CONTROL ASSURANCE**

Controls Assurance is a thorough approach used across the school to achieve the best risk management practice. The process is designed to provide the evidence that the organisation is doing its reasonable best to manage itself to meet its objectives and protect the staff, public and pupils against all kinds of risk.

This is the systematic application of management policies, procedures and practices to the tasks of establishing the context, and identifying, analysing, evaluating, treating, monitoring and communicating risk.