

# Health and safety policy

**Approved by:** Dayo Okunlola **Date:** June 2018

**Last reviewed on:** 24-08-2018

**Next review due by:** June 2019

**To be read in conjunction with:**

- **Risk Assessment**
- **Safeguarding Policy**
- **Keeping Children Safe in Education 2018**

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## **1. Aims**

Our school aims to:

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

## **2. Statement of Intent**

With the conviction that all occupational injuries and instances of ill health are avoidable, the Trustees (of The Southover Partnership) with overall responsibilities for health and safety fully endorse the policy outlined below.

### **Therefore, the Trustees:**

- 1.1 Recognise and accept that as the employer they have the prime responsibility to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees.
- 1.2 Will make every effort to meet their legal obligations under the Health and Safety at Work etc. Act 1974 and any other relevant legislation.
- 1.3 Realize that the greatest asset they have is their employees, but they also recognise that they have responsibilities to safeguard the health and safety of their customers, contractors, visitors and pupils / students/ colleagues in the schools / colleges within which many of their employees are based.
- 1.4 Recognise that Health and Safety is of equal importance to all other business objectives.
- 1.5 Will ensure that safe and healthy working conditions are maintained and appropriate plans, systems of work and supervision are provided. Further that all necessary information, instruction, and training is given.
- 1.6 Require all employees, as representatives of the Partnership, to work safely and to recognise that the commitment to health and safety is an important and necessary part of their work.
- 1.7 Will employ specialists, as necessary, to provide support in the development of best practices in all areas of health and safety.
- 1.8 Will regularly monitor the compliance of individuals with the ideals outlined in this statement through regular contact.
- 1.9 Will keep this policy under review and amend as necessary.

### **Signed:**

**For and on behalf of The Southover Partnership**

**Carol Frankl, Chair of Trustees**

**Dayo Okunlola, Head Teacher**

**30th March 2018**

### 3. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

### 4. Roles and responsibilities

#### 4.1 The trustees

The trustees have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher

The Trustees of The Southover Partnership have overall responsibility for the fulfilment of the Health and Safety Policy.

In particular, their health and safety duties include:

- Ensuring that appropriate and adequate risk assessments are carried out both in the Office and with regard to the work of employees in schools and colleges, Hutton Grove and anywhere else where the work of the Partnership is carried out. Appendix 3 to this Policy contains example forms for completing such assessments.
- Developing policies and procedures that are tailored to the specific needs of the service the Partnership provides.
- Reviewing the effectiveness of policies and procedures on a regular basis and amending as necessary.
- Ensuring that health and safety responsibilities are properly assigned and accepted by all employees, including any temporary members of staff.
- The provision of adequate resources to meet health and safety requirements.
- Ensuring that due regard is paid to health and safety when purchasing services, materials, equipment or substances for use in the Office or in schools or colleges.
- Appointing external assistance with regard to health and safety as and when necessary.

- Taking personal responsibility for overseeing the effective implementation of the Health and Safety Policy.

#### **4.2 Headteacher**

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the trustees on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, the Deputy Headteachers assume the above day-to-day health and safety responsibilities.

#### **4.3 Health and safety lead**

The nominated health and safety lead is the Chair of Trustees

#### **4.4 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- To report all accidents, injuries and near-miss incidents promptly.
- Comply with the requirements of risk assessments that are carried out and that may compel specific control measures to be followed.
- Advise on any additional control measures that may be required that have not been identified.

#### **4.5 Pupils and parents**

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

## 4.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

- We have a statutory duty under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Disability Discrimination Act 2005 and a common law duty to ensure that, so far as reasonably practicable, that the school premises are safe and that visitors to school and children come to no harm.
- We require all visitors such as parents/carers, education officials, LA officials, contractors and others to report to the main office upon entering the school premises. They will be welcomed in a cordial confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable documentation.
- When working on the school premises contractors have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. Also, they have to cooperate with our health and safety policies and procedures. We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner.

### Aims

To ensure that the school premises are safe and that visitors to school and children come to no harm.

### Role of the Headteacher

The Headteacher will:

- ensure the health and safety of all visitors to school by undertaking Risk Assessments of the premises
- ensure that all contractors when working on the school premises cooperate with our health and safety
- ensure that planned work is organized out of school time, wherever possible. No CRB is required for.
- for emergency repairs. Workers will be supervised and children will not be allowed near contractors. In the event of contractors being on site for a longer period of time they must have CRB checks. (Children may see them as safe and trustworthy).
- ensure that all contractors act in a responsible and proper manner;
- come to an agreement regarding how the contractor can work on the school premises during the school day;
- check to ensure that this working agreement is fulfilled;
- ensure asbestos surveys and/or hot works policies are adhered to whilst contractors are on site (during 'holiday-time' work, this may be administered by the Premises Officer).
- monitor and review this policy.

### Role of School Personnel

School personnel will:

- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of pupils, visitors and contractors;
  - be aware of the working agreement between the school and any contractor undertaking work in the school

### Role of Visitors and Contractors

Visitors will:

- report to the office upon entering the school premises;
- confirm their status by producing verifiable documentation;
- enter their details in the visitor's book;
- wear a school visitors badge;
- be familiar with the procedure of evacuating the school building in the event of an emergency;
- sign out when leaving the school

## **5. Site security**

The Caretaker is responsible for the security of the school site in school hours. He is responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Caretaker and Chair of Trustees are key holders and will respond to an emergency.

## **6. Fire and Other Emergencies**

The Southover Partnership recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that procedures are developed and followed in respect of fire and other emergencies.

The Southover Partnership will endeavour to control the associated risks and to comply with the legal requirements relating to fire safety and other emergencies, as contained within the Regulatory Reform (Fire Safety Order) 2005 and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance notes issued by the Health and Safety Executive and Fire Authority.

In particular, the following rules and procedures will be applied in relation to this area and associated work activities:

- The Southover Partnership will take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of all employees and other persons that may be affected by its activities.
- Risk assessments will be completed for all premises occupied by The Southover Partnership for the purpose of identifying the general fire precautions required to be implemented.
- The significant findings of the assessments and details of any groups of persons identified as being especially at risk will be recorded and brought to the attention of relevant employees and other affected persons.
- All relevant risk assessments will be subject to periodic monitoring at a frequency prescribed by the assessment.
- All relevant risk assessments will be subject to periodic review at a frequency prescribed by the assessment or when they are no longer valid or significant changes have occurred.
- Where dangerous substances may be present in or on premises, the risk assessment will take account of any relevant special hazards with a view to eliminating or reducing the risks so far as is reasonably practicable.
- All premises will be equipped with appropriate fire-fighting equipment and with fire detectors and alarms where considered to be necessary, as determined by the risk assessment.
- All non-automatic fire-fighting equipment will be easily accessible, simple to use, and their location will be indicated by signs.
- Suitable and sufficient emergency routes and exits will be designated for all The Southover Partnership premises and selected in order for employees and any other persons to evacuate as quickly as possible.
- All emergency routes and exits will lead to a place of safety and will be indicated by signs.

- All emergency exits and the routes to emergency exits from premises must be kept clear at all times.
- All emergency exit doors will open in the direction of escape and allow easy and immediate opening.
- All emergency exit doors must remain unlocked and unfastened at all required times.
- All emergency exits and routes requiring illumination will be provided with suitable emergency lighting.
- All fire alarms will be maintained in efficient working order, good repair, serviced at required intervals and tested at regular intervals, as determined by the risk assessment. A suitable record of such tests will be kept and maintained.
- Fire drills / emergency evacuations will take place at required intervals. A suitable record of such drills shall be kept and maintained.
- All employees will be provided with suitable and sufficient instruction and training on the appropriate precautions and actions required to be taken by them in case of fire or other emergencies. This training will be provided at induction and repeated periodically and/or when required.
- All visitors to The Southover Partnership premises, including contractors, will be provided with suitable information and will be required to record their details in a register, including times of arrival and leaving.
- The Southover Partnership will appoint one or more suitable `Competent Persons` for every premise, who will be responsible for ensuring that all preventative and protective measures for fire and other emergencies are in place. All such appointees will be provided with adequate information, training and other resources in order to carry out his/her role and duties effectively.
- The Southover Partnership will appoint a sufficient number of fire marshals at every premise in order to implement and manage the emergency evacuation procedures. Duties of fire marshals will be as detailed below.
- The Southover Partnership will prepare and publish a Fire / Emergency Plan for all premises as detailed below.

### **Fire/Emergency Plan**

Any person discovering a fire shall raise the alarm and then notify the fire marshal or appropriate person.

The fire marshal or appropriate person shall ensure that the relevant emergency services are phoned giving the following information:

Name of person making call

Site address

Telephone number

Nature of incident (if known)

The fire marshals shall remove the visitors book/staff register/pupil register and vacate the premises by the nearest available exit.

All personnel should vacate the premises calmly and quickly by the nearest available emergency exit and assemble at their nominated point.

Once at the assembly point employees must report to the fire marshals who will conduct a roll call to establish complete evacuation or any missing persons.

### **Duties of Fire Marshals**

Appointed fire marshals will ensure that:

- All fire exits and fire escapes are kept clear at all times.

- Fire doors are unlocked during working hours or other periods of occupancy.
- Fire-fighting equipment is sited correctly.
- Fire-fighting equipment has been checked and serviced in accordance with requirements.
- Fire-fighting equipment used or found to be defective is reported immediately.
- An up-to-date list of personnel is maintained.
- All personnel are made aware of the fire / emergency plan and the action required in the event of a fire or other emergency.
- Fire drills are carried out at suitable intervals after obtaining authorisation from management.
- Fire and emergency records are maintained.

### **Fire and Emergency Procedures**

It is the duty of all members of staff to be aware of the fire and emergency procedures for the school/college they are based in, including fire drills. In the Office, all employees are responsible for ensuring that escape routes are kept clear, and to report damage to extinguishers or any other equipment to the Office Manager or Senior Administrator. (See Appendices for relating policy)

### **Fire Fighting and Precautions**

All firefighting equipment at Kingsbury Manor is annually inspected and serviced by Sargom Fire (6 Station Terrace, London NW10 5RT). At Hutton Grove and SPS this is organized by the synagogue administration

All fire alarms at Kingsbury Manor are inspected and serviced by IP Fire & Security. At Hutton Grove and SPS this is organized by the synagogue administration.

### **Smoke Detection**

The smoke detectors at Kingsbury Manor are tested periodically by IP Fire & Security to ensure continued safe use.

At Hutton Grove and SPS this is organized by the synagogue administration.

### **Fire Drills**

The purpose of fire drills is to remove everyone as quickly as possible ensuring any people with disability are adequately provided for, e.g. using the 'buddy' system, assemble them at a safe place and check attendance. It is the duty of all members of staff to be aware of the fire and emergency procedures for the school / college they are based in. Occasional drills will be organized for the Office to ensure that persons can escape safely in the event of a fire. The Assembly Point for all staff, whether in the office or elsewhere in the building clearly marked on all sites.

### **Competent Persons for fire and other emergencies are:**

Name: Kamil Swierczek

Name: Karen Gubbay

Name: Heather Ellis

Name: Jenny Merryweather

Name: Lauren Vangeen

### **Appointed Fire Marshals are:**

Kingsbury Manor: Karen Gubbay, Kayleigh Hawes, Jean-Robert Etonde

Hutton Grove: Heather Ellis, Patrick Chamberlain

SPS: Jenny Merryweather, Natasha Sambo

Main Office: Kamil Swierczek, Lauren Vangeen, Anjana Acharya

**The person/s within the Charity responsible for implementing and monitoring the rules and procedures in this area and associated work activities will be:**

Name: Carol Frankl

Name: Dayo Okunlola

## **7. COSHH**

Schools are required to control hazardous substances, which can take many forms, including:

Chemicals

Products containing chemicals

Fumes

Dusts

Vapours

Mists

Gases and asphyxiating gases

Germ that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Senior TA and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

*Use of such substances by pupils is under the strict supervision of staff.*

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

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

### **7.1 Gas safety**

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

Gas pipework, appliances and flues are regularly maintained

All rooms with gas appliances are checked to ensure that they have adequate ventilation

### **7.2 Legionella**

A water risk assessment has been completed on 7<sup>th</sup> July 2016 by Aquacare (D Edgecombe, Water Hygiene Surveyor), The Caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

This risk assessment will be reviewed every **two years** and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: [insert examples of controls or checks that are in place e.g. temperature checks, heating of water, disinfection of showers, etc.]

### **7.3 Asbestos**

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

A record is kept of the location of asbestos that has been found on the school site

## **8. Equipment**

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **8.1 Electrical equipment**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to the Senior Administrator or the Caretaker immediately

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Only trained staff members can check plugs

Where necessary a portable appliance test (PAT) will be carried out by a competent person

All isolators switches are clearly marked to identify their machine

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### **8.2 Display screen equipment**

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## **9. Lone working**

Lone working may include:

Late working

Home or site visits

Weekend working

Site manager duties

Site cleaning duties

Working in a single occupancy office

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

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

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

## **10. Working at height**

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

In addition:

- Pupils are prohibited from using ladders

- Contractors are expected to provide their own ladders for working at height

- Access to high levels, such as roofs, is only permitted by trained persons

## **11. Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

- Take the more direct route that is clear from obstruction and is as flat as possible

- Ensure the area where you plan to offload the load is clear

- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **12. Off-site visits**

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

- Risk assessments will be completed where off-site visits and activities require them

- All off-site visits are appropriately staffed

- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

- There will always be at least one first aider on school trips and visits

## **13. Violence at work**

### **Purpose of this policy**

The purpose of this policy is to set out our Charity's policy and procedures to prevent, manage and respond to work-related violence. Management supports this policy and we will not tolerate any instances of work-related violence, including verbal abuse, to our staff. No member of staff will be blamed for an instance of work-related violence caused by a customer or member of the public. All employees have the right to be treated with consideration, dignity and respect. This policy applies to all staff working on our premises, including contractors and delivery personnel.

## **Definition of work-related violence**

We will define work-related violence as: any incident, in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his/her employment. This is based on the Health and Safety Executive's definition.

## **Responsibilities of staff and managers**

These relate to all members of staff and other personnel who work on these premises, or have responsibilities relating to them.

### **Managers**

All managers have a responsibility to implement this policy and to make sure their staff are aware of it and understand it. Managers should also:

- treat any reports of work-related violence, threats or abuse seriously and respond to them promptly.
- record details of the incident where appropriate and give all employees involved in the incident full support during the whole process.
- respond and consider seriously any suggestions made by staff about how to improve violence prevention and management
- give feedback to staff about their suggestions, including whether it will be taken forward and if not, why not.
- set a positive example by reporting all incidents of violence and abuse and not tolerating abusive behaviour from customers and members of the public.
- respond to and, where possible, resolve incidents, ideally before they escalate.
- monitor incidences of violence and abuse and initiate appropriate action if more measures are needed.
- review and amend this policy and the risk assessment as necessary.
- where possible, direct staff to appropriate support and advice after an incident has occurred.
- encourage other staff members to support their colleagues, including those that might have witnessed the incident.
- if victims are particularly traumatised by the event, provide support where possible, such as time off work or changes to their tasks.
- if an investigation is needed, work with the police and offer any assistance needed to help in their enquiries.

Managers have a responsibility to act in a way that does not incite or increase the likelihood of violence. They also have a responsibility to respond to any reports of violence. Any manager found to be encouraging or inciting violence or not resolving potentially violent or abusive situations may be subject to disciplinary action.

### **Staff**

All staff have personal responsibility for their own behaviour and for ensuring that they comply with this policy.

There are a number of things that staff can do to help prevent work-related violence:

- Be aware of the Charity's policy and comply with it, including specific policies on aspects such as the sale of alcohol or excluding customers.
- Offer good customer service and be aware of customer needs.
- Recognise the potential for work-related violence and take action to resolve it early on. Staff should take positive action and, for example, contact a manager if they think a customer or member of the public might cause problems.
- Don't accept instances of work-related violence directed towards you or others.
- Staff should report any instances of violence, threats or abuse, including any details about when it happened, who was involved and any relevant circumstances that may have contributed to the incident.
- Serious incidents should be reported in the incident book kept in the manager's office but minor incidents and incidents of verbal abuse should be reported to managers as they occur.
- Be supportive of colleagues who are victims or witnessed work-related violence.
- Suggest additional measures to managers which might help to prevent and manage work-related violence.
- Staff have a responsibility to act in a way that does not incite or increase the likelihood of violence. Any staff member found to be encouraging or inciting violence may be subject to disciplinary action.
- Staff and managers should also work with trade unions, where relevant, in preventing, addressing, reporting and responding to incidents or work-related violence.

### **Risk assessments**

The risk assessments for work-related violence are kept in the manager's office in the health and safety folder. The risk assessments were conducted by the senior manager and are reviewed every year, unless an increase in the number of incidents suggests the assessment should be reviewed more frequently.

The risks were assessed by talking to staff, reviewing the incident book and considering the work environment and job design. If staff believe a risk factor has not been covered by the assessment or have ideas on further prevention measures, they should discuss these with their manager. The contents of the risk assessment will be communicated to all staff and appropriate training will be given.

### **Prevention and management measures**

There are a number of measures in place following the risk assessment that staff should be aware of. These fall under the areas of work environment, working practices and training.

### **Actions following an incident**

- If a staff member is being abused, threatened or attacked, they should approach their manager or a colleague for help.
- Managers should respond to the situation by talking to the perpetrator, explaining that their behaviour is not acceptable.
- Medical assistance should be provided immediately where required.
- The police should be informed of a serious incident involving physical attack or serious cases of threatening or verbal abuse. Police should also be informed of persistent cases of violence, threats and abuse.
- Staff members will be encouraged to provide support to any victims or witnesses of violence, threats or abuse through appropriate training, and managers should provide support, including, where needed, allowing time off work for individuals to recover.

### **Review dates**

This policy should be reviewed yearly when all other policies are reviewed, or if regular or serious incidents arise that suggest it needs to be revisited.

### **Reporting and recording systems**

- Staff have a responsibility to report incidences of work-related violence, including threats and verbal abuse, to managers.
- All incidents, including physical attacks, serious or persistent threats and verbal abuse, must be recorded in the incident book in the manager's office. This asks for details of when the incident occurred, who was involved, descriptions of the perpetrator and any relevant circumstances that may have contributed to the incident.
- Any incidents resulting in major injury to staff or that cause staff to be off work for three days or more must be reported under the RIDDOR Regulations 1995.
- Any incident which results in a member of the public being taken directly to hospital from the premises must also be reported. Managers should contact the HSE Incident Contact Centre on 0845 300 9923 to report the incident.
- Less serious incidents should still be reported to managers as they occur and managers should make a note of these.
- If managers notice an increase in several reports within a short period or reports about the same perpetrator, managers should record the details, ask staff for more information and take action.
- The action may include contacting the police or other local businesses about a persistent offender, reviewing the risk assessment and considering further prevention measures, or increased vigilance by managers or staff to prevent a more serious incident occurring.

## **14. Smoking**

Smoking policy for The Southover Partnership

### **Introduction**

The following policy has been adopted by The Southover Partnership to take all possible steps to protect employees from second hand smoke exposure and to comply with legislative requirements.

## **Policy**

From March 2014 smoking is prohibited in The Southover Partnership's premises and on the surrounding grounds, including the car park. Smoking is also prohibited in The Southover Partnership vehicles used by more than one person, and in private vehicles if a passenger is carried. This applies to employees whether employed directly by The Southover Partnership, through an agency, by a contractor and visitors.

Employees who wish to smoke may do so in their own time during lunch breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for The Southover Partnership.

The sale of tobacco will be prohibited in all The Southover Partnership's premises.

## **The Policy for Third Party Premises**

Employees required to visit other premises not covered by smoke free legislation as part of their duties (i.e. domestic premises) should advise the visitor when arranging a visit of The Southover Partnership's smoking policy. Although, The Southover Partnership has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the visitor arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, employees should ask the visitor to refrain from smoking inside the premises or in the meeting area for one hour before the visit and that the visitor not smoke during the duration of the visit.

In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.

## **Implementation and Enforcement**

### **Managers will:**

- be responsible for the promotion and maintenance of the policy by their staff.
- receive training and guidance regarding their responsibilities in relation to the policy and enforcement of it.

### **Employees:**

- should inform the appropriate manager of anyone who fails to comply with the policy.
- employees not complying with the policy will be referred to Occupational Health/their manager for support subject to the usual disciplinary procedure.

### **Visitors:**

- visitors not adhering to the policy will be asked to comply or leave the premises or site.
- all job applicants will be made aware of the policy via application packs, where a requirement to abide by it will be part of the person specification. Applicants will be reminded of the policy at interview stage.

A copy of the policy will form part of new employees' induction packs. Training and guidance on enforcing the policy will form part of new managers' induction process.

## **Support for those who Smoke**

The Southover Partnership recognises that smoking is an addiction and that the smoking policy will impact on smokers' working lives.

The Southover Partnership:

- wishes to support employees who want to stop and help individuals adjust to this change.
- will give each employee who smokes, and wishes to stop, four hours paid time off to seek professional help from the local NHS Stop Smoking Service, their GP or other recognised method of smoking cessation.

The Occupational Health department/manager/owner will provide smoking cessation support/information on free local NHS stop smoking services.

## **Review**

The policy will be reviewed by the HR team on an annual basis.

## **15. Infection prevention and control**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **15.1 Handwashing**

Wash hands with liquid soap and warm water, and dry with paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Cover all cuts and abrasions with waterproof dressings

### **15.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **15.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **15.4 Cleaning of the environment**

- Clean the environment frequently and thoroughly

### **15.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

- Make spillage kits available for blood spills

### **15.6 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

## **15.7 Exclusion periods for infectious diseases**

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **16. New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## **17. Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## **18. Accident reporting and Investigation**

The Southover Partnership recognises that it has a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all accidents and incidents are reported and investigated.

The Southover Partnership will endeavour to comply with the relevant legal requirements, as contained within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance (INDG453) issued by the Health and Safety Executive.

Every case of injury, accident, or incident must be fully and accurately reported to Dayo Okunlola or the Operations Director, and on school / college premises, according to local arrangements. An accident book (BI 510) is kept in the Office for this purpose. If you are the victim of abusive or violent behaviour in the workplace, this must be reported to Dayo Okunlola will be able to arrange support if needed.

The following rules and procedures will be applied in relation to this area:

- All employees are required to report all accidents to their manager as soon as possible.
- For these purposes an accident is defined as any unplanned event which may give rise to injury, ill health, property or plant damage or any other potential loss, including near misses.
- All accidents involving injury must be recorded in the accident book or equivalent form of recording. This record can be made by the relevant first aider, injured person or another suitable person e.g. manager, colleague or other appointed person.
- All accidents must be recorded by the appropriate manager on the Accident Report Form.
- The completed accident report form must be forwarded to the Safety Co-ordinator for further analysis or investigation.

- All accidents must be investigated by the appropriate manager and recorded on the Accident Investigation Form.
- If the accident or incident is reportable under RIDDOR the required notification procedures as detailed below must be followed by the nominated person/s within Southover Partnership (see Information Library document "Accidents - RIDDOR 2013 Requirements").
- The Safety Co-ordinator will be responsible for analysis and possible further investigation of all accidents and to produce accident statistics and reports.
- Where an accident investigation reveals matters that are required to be implemented to prevent a recurrence, the required action must be taken immediately by the appropriate manager.
- Where an investigation reveals that immediate action is required to prevent a recurrence, but circumstances dictate that it is not possible or feasible, any required interim measures to ensure the safety of the persons affected must be taken (e.g. disconnection of equipment).

### **What is reportable under RIDDOR? Death or "Specified" Injury**

When an accident involves the following:

- An employee, or a self-employed person working on The Southover Partnership premises is killed or suffers a "specified" injury (including as a result of physical violence); or
- A non-employee such as a member of the public is killed or taken to hospital from the site of the accident;

The relevant enforcing authority or Incident Contact Centre must be notified without delay (e.g. by telephone or by submitting an online form, available on the HSE website).

### **Reportable "Specified" Injuries**

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
  - covers more than 10% of the body; or
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness or
  - requires resuscitation or admittance to hospital for more than 24 hours.

### **Over-seven-day Injuries**

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on The Southover Partnership premises, suffers an over-seven-day injury an online accident report form (F2508) must be completed on the HSE website.

An over-seven-day injury is one which is not major but results in the injured person being away from work or unable to do the full range of his/her normal duties for more than seven days (including any days he/she wouldn't normally be expected to work such as weekends, rest days or holidays) and not counting the day of the injury itself.

### **Reportable Dangerous Occurrences**

If any type of incident that is classed as a dangerous occurrence must be reported immediately (e.g. by telephone) to the relevant enforcing authority and an online form completed on the HSE website.

There are 27 different categories of reportable dangerous occurrences including:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- accidental release of any substance which could cause injury to any person.

The full list of dangerous occurrences can be found in the detailed guide to the Regulations.

### **Reportable Occupational Diseases**

If an employee reports diagnosis of an occupational disease, where it is likely to have been caused or made worse by their work, a report of the diagnosis must be sent using Form F2508A to the relevant enforcing authority without delay.

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.

The full list of reportable diseases, and the work activities they are related to, can be found in the detailed guide to the Regulations.

### **HSE Incident Contact Centre Details**

- Telephone: 0845 300 9923 (Monday to Friday 8.30am to 5.00pm)
- Out of hours telephone contact numbers: 0151 922 1221 or 0151 922 1221
- Internet: [www.riddor.gov.uk](http://www.riddor.gov.uk) or [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

### **The appointed person/s for reporting accidents/incidents under RIDDOR will be:**

Carol Frankl  
Dayo Okunlola

### **The person/s within Southover Partnership with responsibility for implementing and monitoring the rules and procedures in this area will be:**

Carol Frankl  
Dayo Okunlola

### **18.3 Notifying parents**

The Deputy Headteachers will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **18.4 Reporting to Ofsted and child protection agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify the relevant local authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **19. Information, Documentation and Training**

Employees (including temporary employees) should either receive copies or have their attention drawn to relevant safety information contained in the Health & Safety Policy. Health & Safety documents are held in the Office by the School Business Manager.

It is the responsibility of HR Department and Headteacher to identify the training needs of staff and keep a record of those who have attended training, including health and safety training.

The person responsible for coordinating staff meetings is the Office Manager and meetings will take place every term at which specific health and safety issues will be communicated in addition to the usual information.

The person responsible for contacting the Health & Safety Adviser when issues that need his attention arise is the Office Manager or Senior Administrator

### **19.1 Driving**

All staff driving on Southover Partnership business are required to confirm to the Head Teacher or Office Manager that they have business cover on their insurance policy if they use their own vehicles for work purposes.

## **20. Monitoring**

This policy will be reviewed by the Janjer Limited every year.

At every review, the policy will be approved by the Headteacher and Chair of Trustees