

June 2015



*Leeds Jewish Free School*

*Health and Safety Policy*

*June 2015*

*Review Date: June 2016*

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## **1.0 Roles and Responsibilities**

The responsibility for implementation of this policy rests with the Executive Headteacher. On an operational basis, management, responsibility and evaluation of this policy will be delegated to the Site Manager.

## **2.0 Suggested Audience**

All school staff and governors.

As part of their school induction or professional development, all school staff will participate in internal training and briefings, which enable each person to be familiar with the principles and procedures outlined in this policy.

## **3.0 Related Policies**

This policy is one of a suite of policies which should also be referred to:

- Educational Visits Guidelines
- Medical Treatment of Students Policy
- School First Aid Policy
- Crisis Management Policy
- Healthy Food Policy
- Risk Assessments

## **4.0 Aims of this policy**

To ensure that LJFS is dedicated to providing a safe and healthy working environment for the safety and welfare of students, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the school.

To ensure that LJFS will comply with the legal requirements as a minimum and will strive towards continual improvement.

LJFS will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document, risk assessments and other safety precautions put in place by the Executive Headteacher and Governing Body cannot prevent accidents but will instil the adoption of safe methods of work and good practice.

The Executive Headteacher, Governors, school leaders and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and students must be aware of their own and others' personal safety, and safety in all of the school's activities, both on and off site. To that end, the school will provide clear guidance and training to ensure all stakeholders have the necessary knowledge, skills, understanding and awareness to carry out these aims.

## **5.0 Introduction**

This policy is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work

activities that carry specific risks, for example lifting and carrying, computer work and electricity. The key pieces of legislation are listed below.

- The Health and Safety at Work Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- The Workplace (Health Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Control of Asbestos at Work Regulations 2006
- The Construction (Design and Management) Regulations 2007

## **6.0 General Guidelines**

It is the duty and policy of the Governing Body and Executive Headteacher so far as reasonable and practicable to:

- Make themselves familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice which are relevant to the School, in particular the Management of Health and Safety at work regulations 1992.
- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among staff, students and other users.
- Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, which includes appropriate risk assessments.
- Ensure that any organisation or individual using the facilities for community use, can demonstrate that they have appropriate levels of Personal Injury Insurance in place before they are allowed to book.
- Ensure that any outside agency working on construction within the school provides a detailed health and safety plan relating to the protocols outlined within this policy and where appropriate discharge their responsibilities with regards the Construction Design and Management regulations (CDM) 2007.

- Ensure that all staff and students receive information, instruction and supervision to enable them to recognise and avoid hazards minimizing potential personal risk and that of others.
- Make sure that any health and safety training requirements are met.
- Ensure that all staff and students have a safe place to work including means of safe entry and exit.
- Students will be given clear instructions on the necessity to remain within the school grounds at breaktimes and particularly at lunchtime. Only students who have parental letters requesting they leave, to eat lunch at home will be allowed to leave the site.
- Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is available to all users.
- Ensure effective procedures are in place in case of fire and for evacuating the premises.
- Ensure accident and emergency procedures are in place.
- Practice safe emergency evacuation procedures at least once per term and the results to be recorded.
- Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.
- Ensure that any health and safety working conditions take account of the appropriate statutory requirements and local authority guidelines codes of practice and guidance (statutory and advisory).
- Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.
- Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.
- Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe is removed and repaired or replaced.
- The Governing Body through the Executive Headteacher will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.

- Report to the appropriate authority/department any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe or likely to cause harm. To make any interim repairs or arrangements to limit the risk of harm.
- Collate accident and incident information, and when necessary, carry out accident and incident investigations.
- Monitor first aid and welfare provision.

The Executive Headteacher has ultimate responsibility for the day to day health and safety conditions for all staff, students, visitors and anyone else using the premises or grounds whilst engaged on school business. This responsibility will not be delegated, but other school staff will support the Executive Headteacher in this role., in particular the Site Manager.

## **7.0 Staff responsibility**

All staff will support the Executive Headteacher and Governors and will be responsible for the implementation and operation of the school's Health and Safety Policy and in helping other members of staff, students and others to comply with its regulations. As part of their day to day duties staff will:

- Assist the Executive Headteacher with the implementation, monitoring and development of the procedures and codes relating to the Health and Safety Policy within the School
- Carry out risk assessments for all learning practices and activities including equipment and substances and with all general activities associated with school life, e.g. Dining arrangements, circulation, entering and leaving the building, etc. That any general advice on safety matters given by the Local Authority and other relevant bodies in relation to the school are implemented, that this will be translated into written safe methods of working practice and every department is informed.
- Inform students, staff and visitors regarding their own personal safety and makes sure they are aware of the health and safety procedures in place.
- Investigate any specific health and safety issue which has been identified in regard to any school provision and implement any recommended or remedial action reasonably required.
- Perform regular health and safety inspections within their area of responsibility as required by the Executive Headteacher or as necessary by law.
- Ensure that any failure to meet health and safety requirements is recorded and that appropriate action is taken to stop or prevent the activity until the issue is resolved according to health and safety requirements.

- Ensure appropriate protecting clothing and equipment including fire appliances and first aid are provided and readily available in all areas of the school where required.
- Ensure hazardous, flammable and toxic materials and substances are correctly assessed, used, stored and labelled.
- Ensure any signage in relation to health and safety is clear and up to date and that everyone is able to understand the label and instructions.
- Attend regular training to ensure that they are to date and informed of current and any new requirements in regard to health and safety.

All staff are responsible for the health and safety arrangements in relation to the site, staff, students and visitors under their supervision. They should make themselves familiar with the requirements of the health and safety at work act 1974 and any other safety legislation and codes of practice which are relevant to the work of the department in which they work.

Staff must:

- Exercise effective supervision over all those they are responsible for.
- Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.
- Ensure all equipment, tools or materials are correctly used, in compliance with instructions and statutory guidance and that it complies with any health and safety directives required.
- Familiarise themselves with the school's Health and Safety Policy and all relevant safety regulations.
- Ensure all equipment, tools and materials and or any protective equipment and safety devices are in good order and used appropriately.
- Report any defects and faults with any tools and materials and or any protective equipment and safety devices to the appropriate health and safety person.
- Report accidents irrespective of any injuries, using the school's Accident and Incident Record Book and ideally to the designated health and safety person.
- Attend training and awareness courses in regard of health and safety.
- Make sure that if they find themselves in an unfamiliar environment they perform an initial health and safety check and seek further advice to clarify any issues arising.
- Ensure all emergency fire fighting equipment is regularly checked and clearly signed by the site manager; this will include the fire alarm system and evacuation procedures.

## 8.0 Safety Education

- The DfE has published guidance for schools on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people.
- One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.
- This DfE guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education.

## 9.0 Health & Safety Arrangements

### *Fire Safety*

- Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.
- The school's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors will be the responsibility of the person who they are visiting or working for.
- All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points by the Site Manager when the site is not in use and records maintained. All emergency lighting will be tested six-monthly by the Site Manager and records maintained.

### *Reporting Accidents*

**All accidents** to staff, students and visitors **must be reported, in writing, using the school's Accident Report and Incident Book located in the main office.** Certain accidents must be reported to the Health and Safety Executive immediately under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). A complete list of these notifiable injuries is listed on the Health & Safety Executive website and in Appendix 1. The Executive Headteacher will ensure that the Health and Safety Executive is informed of reportable incidents.

### *Coping with the sudden death of a student*

A copy of the DfE guidance notes on coping with the sudden death of a student is given in Appendix 1 references attached to this policy.



### ***First Aid***

(Please see the school First Aid Policy for further details)

- First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- A DfE good practice guide, 'Guidance on First Aid for Schools', has been written to provide advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which the school may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance as good practice.
- The Executive Headteacher will ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the school. These supplies should be checked on a regular basis by a defined member of the school staff.

### ***Equipment***

- Examples include: protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.
- The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
  - fume cupboards
  - all electrical appliances
  - workshop equipment, e.g. lathes, kilns
  - fixed gymnasium equipment

When new equipment is purchased, it is the responsibility of the departmental manager to ensure that it meets appropriate educational standards and that its installation and use conforms to health and safety requirements.

Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH regulations must be kept in the Science Department.

### ***Cleanliness***

The Site Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.

The Site Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

### ***Visits***

Educational trips and visits must be organised in accordance with the school's Education Visits Guidelines. (See separate document)

### ***Minibuses***

Users of minibuses must be aware of and observe the following requirements:

- Seat belts must be correctly worn by all passengers and the driver at all times;
- All drivers must have a current licence and not been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV;
- All drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence;
- Drivers are required to have passed the MIDAS drivers' assessment programme and received the resulting accreditation;
- When a charge is being made to passengers, the minibus permit must be displayed in the vehicle;
- Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the school will decide upon the repairer to be used);
- Only one person per seat is to be carried;
- The driver at the time when an offence was committed is responsible for the payment of fines incurred;
- A log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the School reception; and
- All drivers will follow the EU Driver's Hours Rules with regards to rest periods and hours of driving (see below).

### ***EU Driver's Hours Rules***

Definition of a rest break - Any period that a driver is freely able to dispose of his time, when not working during employment or carrying out other work, for a period of at least 1 hour.

- Daily driving limits not to exceed 10 hours (and applies to time spent at the wheel actually driving).
- Daily duty limit of 16 hours (including rest breaks).
- Maximum continuous driving time of either 5.5 hours followed by a break of 30 minutes; or 8.5 hours (to include a break of 45 minutes) followed by a 30 minutes break.
- Minimum rest period of 10 hours between working days, which can be reduced to 8.5 on not more than 3 days per week.
- Minimum period of 24 hours rest is required between any two consecutive weeks.

### ***Visitors to the school site***

All visitors to the school will sign in at the reception and show photo identification. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.

Hirers of school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.

Whilst on site, all visitors and contractors must wear a school visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the school by reporting to reception and must wear appropriate identification at all times.

If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the school reception or off the site, as appropriate.

If a visitor is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. N.B. Sending a reliable student or member of staff to the reception desk for a '999' call may be quicker than using the internal telephone system.

### ***Security***

LJFS already has high levels of security. Staff will not be complacent and will be alert to security at all times. All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

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Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

**All school staff, temporary or permanent must wear their school identity badges which can be clearly seen at all times.**

### ***Critical Incidents***

As part of its commitment for the well being of staff, students and visitors, the school has set out a procedure which is to be adopted in the event of a critical incident occurring either on the school premises or on an activity away from the school site. (See school Crisis Management Policy)

### ***Stress management***

Working in schools is often challenging and stressful. It is the responsibility of all staff and particularly school leaders to be alert to stress and to carefully and sensitively monitor the health and well-being of staff in their teams. Where there is cause for concern, this should be raised confidentially, with the Executive or Deputy Headteacher.

### ***Training***

The school will ensure that all new members of staff or visitors will be given appropriate internal training so that all relevant health and safety matters are drawn to their attention at the earliest possible stage of their induction.

### ***Students***

All students are expected to be aware of the school's surroundings and to exercise personal precautions to mitigate any possible injury to themselves and others around them. Students will observe the safety rules of the school especially any instructions from teaching staff in the event of an emergency.

### ***Lettings***

In cases where the school's equipment, buildings or grounds are to be let, the Governors and Executive Headteacher will ensure that:

- Any means of access and egress are safe for the use of hirers.
- Any equipment to be used by hirers is safe and any operating instructions and health and safety precautions are clearly identified.
- All emergency doors are clearly identified and fire drill/evacuation procedures are understood.
- Telephones, alarms, fire fighting equipment and other safety equipment are pointed out and that users are familiar with how to use them.

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- After the hirers have vacated the premises, a full security check of the site including any equipment used takes place and any faults are reported and recorded.
- Any health and safety signage is clearly displayed and uses are clear regarding the meanings.
- There is a person available for hirers to contact should there be any issues that may require immediate attention

### ***Construction and Maintenance Work***

Where construction or maintenance work is being carried out on site, the Governors and Executive Headteacher will agree with contractors or service providers that appropriate health and safety plans are in place.

Contractors or Service Providers will be made aware of the Health and Safety Policy in place at the school and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the school and contractor/service provider before any work commences, to confirm all specific health, safety and welfare issues applicable.

Where works fall within the scope of the Construction Design and Management (CDM) regulations 2007, the Governors and Executive Headteacher will co-operate fully with the contractor/service provider and their appointed safety co-ordinator and will ensure that the school's safety manual is made available at the start of the project. The Governors and Executive Headteacher will also ensure that the contractor/service provider updates the safety file on completion of the works and conducts an appropriate handover.

### **Use of Mains-Powered Electrical Equipment**

All portable mains-powered electrical equipment will be tested annually by an approved contractor. The school business manager will consult with school staff to arrange a convenient time for this testing to take place

Personal mains-powered electrical equipment **must not be brought into school** without the permission of the school business manager. Any such equipment should have a current PAT testing certificate.

All equipment must be visually checked on every occasion before it is switched on. If any fault is seen it must not be used and the fault quickly reported to the relevant school leader or school business manager

Extension leads should only be used when absolutely necessary, with students alerted to its presence. Extension leads which are wound up must be fully extended to prevent overheating.

Any extension leads or cables must be carefully positioned, so that anyone unfamiliar with the room cannot trip up on these.

Where practical, all electrical appliances should be switched off at the plug and the plug removed from the socket, particularly if the appliance may not be used for a time.

### **Dealing with bodily fluids**

Spillages of blood, vomit, urine and excreta will be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people, Hazard signs and cordoning may be necessary, according to the circumstances;
- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn; and
- Any spilt blood or other body fluids should be cleaned up, either with disposable absorbent paper towels or with an appropriate sanitizing product.

All soiled cleaning materials should be placed in plastic bags. It is permissible to place these bags in the normal refuse bins provided they are securely sealed and offer no risk of contamination to waste operatives.

#### **10.0 Monitoring and Review**

The Executive Headteacher will review this policy statement annually and update it in consultation with the Site Manager in line with current best practice as s/he considers necessary to ensure the health and safety welfare of all individuals using the school.

An annual report will be made to Governors summarising all significant developments, changes and accidents.

#### **11.0 Approval by Governing Body and Review Date**

This policy was approved at a formally convened meeting of the Governing Body and will be reviewed by this group before the date stated below.

Signed: Digitally by Cllr. Dan Cohen  
(Chair of Governing Body)

Date: 25/06/15

Review date: 25/06/2016


## **Appendix 1: Mandatory reporting of accidents, injuries or death**

What is reportable under RIDDOR?


As an employer, a person who is self-employed, or someone in control of work premises, you have legal duties under RIDDOR that require you to report and record some work-related accidents by the quickest means possible.

Reportable deaths and major injuries

### **Deaths**

If there is an accident connected with work and your employee, or self-employed person working on the premises, or a member of the public is killed you must notify the enforcing authority without delay. You can either telephone the ICC on 0845 300 99 23 or complete the appropriate [online form \(F2508\)](#) .

### **Major injuries**

If there is an accident connected with work and your employee, or self-employed person working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident, you must notify the enforcing authority without delay by telephoning the ICC or completing the appropriate [online form \(F2508\)](#) .

#### ***Reportable major injuries are:***

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent.