



ISSR Ref.

Health and Safety Policy

Last revised: October 2023

Date of next review: _____ October 2024 _____

Signed: _____ *Ed Currie* _____ Date: _____ 3.10.23 _____

Printed: _____ Ed Currie _____

Chair of Governors

Signed: _____ *Andrew Rudkin* _____ Date 4.10.23 _____

Printed: _____ Andrew Rudkin _____

(HEAD TEACHER)

Policy Statement

The Directors/Governors and staff of Lyndhurst School will strive to achieve the highest standards of health, safety, and welfare consistent with their duties under the *Health and Safety at Work etc. Act 1974* and regulations made under that Act. This policy has been written with reference to the guidance contained within *Health and Safety: Responsibilities and Duties for Schools*, (November 2018).

This is a whole school policy and applies to all members of Lyndhurst School.

Associated Policies and Documents

- Lyndhurst School Educational Visits Policy
- Lyndhurst School Critical Incident Plan
- Lyndhurst School Fire Prevention and Procedures Policy
- Lyndhurst School Risk Assessment Policy
- Lyndhurst School First Aid Policy
- Lyndhurst School Infection Control Policy

Roles and Responsibilities

The School's Directors/Governors

The School's Directors/Governors are responsible for ensuring that relevant health and safety laws are complied with by drawing up and effective implementation of a written health and safety policy.



- the welfare of the pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
- appropriate action is taken to reduce risks that are identified.

The School uses HANDSAM to monitor updates in Health and Safety Legislation and record compliance with such.

Specifically, the School's Directors and Governors have a legal responsibility to ensure that the following activities are completed:

- Assess the risks of all staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment
- Introduce measures to manage those risks (risk management)
- Tell their employees about the risks and measures to be taken to manage the risks, and
- Ensure that adequate training is given to employees on health and safety matters.

The SLT at Lyndhurst School has a responsibility to establish, monitor and review measures needed to meet satisfactory health and safety standards and to ensure that:

- All Health and Safety Risk Assessments are completed, reviewed and updated as necessary.
- Where necessary, measures are taken to reduce the risks identified in the risk assessment.
- All staff are aware of the risks and the measures which need to be taken to manage them.
- Adequate training is provided on health and safety matters.

The SLT meet at least once a term with school secretary, assistant bursar and facilities manager, and as necessary if a need arises, to ensure they are meeting the above responsibilities. In practice these meetings form part of the regular Senior Management Team meeting.

School Staff

The law requires all school staff to:

- 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 their employer (in this case the Health and Safety Committee who act on behalf of the School's Directors/Governors) on health and safety matters
- Do their work in accordance with training and instructions; and
- Inform their employer through the Health & Safety Lead of any work situation representing a serious and immediate danger, so that remedial action can be taken

In addition to these requirements staff at Lyndhurst School have a common law duty to act 'as any prudent parent' would do when in charge of pupils.



Staff at Lyndhurst School should follow any health and safety procedures put in place by the school. They can discuss these with the Health & Safety Lead and request that it is reviewed by the Health and Safety Committee.

If any member of staff notices a potential health and safety issue, including occupational health/work-related stress issues, they should report these to the Health & Safety Lead.

Staff with Departmental Responsibilities

Heads of departments/areas of Lyndhurst School will be appropriately trained and are responsible to the Head teacher through the HSM for the implementation and operation of the Health and Safety Policy as it affects their areas of responsibility. To discharge this responsibility, they will:

- Familiarise themselves with Lyndhurst School's Health and Safety Policies and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Make and regularly review a departmental Health and Safety Policy (see the template for a departmental policy in Appendix A);
- Set up and implement safe methods of work;
- Ensure that the school/academy's Student Behaviour Policy is implemented within the department as appropriate;
- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- Instruct all staff, students and others under their jurisdiction in safe working practices;
- Carry out regular safety inspections of their areas and keep records of those inspections; Monthly Site Walks
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Make available appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that all departmental staff and students in their areas, including any visitors/contractors, know the emergency evacuation procedures;
- Ensure that toxic hazardous and highly flammable substances are correctly used, stored and labelled;
- Provide appropriate health and safety information to relevant persons;
- Report any health and safety concerns to the HSM; and
- Assist the HSM in compiling an annual review
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The Assistant Bursar is responsible to the HSM for:

- Implementing the appropriate schools sub-policies and procedures;
- Ensuring the security of the premises;



- Maintaining an appropriate cleaning schedule;
- Ensuring that site staff are competent to carry out their responsibilities;
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- Ensuring that other site and cleaning staff are adequately supervised; Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment; and
- Ensuring that all site and cleaning staff, including contractors, work in accordance with safe working practices issued by the school. Safety checklists for all contractors are completed.

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Health and Safety Lead –Assistant Bursar The Health and Safety Lead will be a suitably qualified and 'competent person' (as defined above) responsible to the Head teacher for:

- Managing, co-ordinating and monitoring health and safety matters within the school/ including the provision of training;
- Ensuring that the school/ Health and Safety Policy and systems are implemented;
- Reporting regularly to the Head teacher on health and safety issues;
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- Assisting the Head teacher in compiling reports and the annual status review;
- Liaising as appropriate with the nominated governor with health and safety responsibility;
- Maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- Ensuring that suitable and sufficient risk assessments are carried out and appropriate controls are implemented;
- Advising the Head teacher on which risk assessments should be written having taken into account the government's advice (see section 9);
- Liaising with any contractors and making reports to the Head teacher on the progress of the contractual requirements;
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;
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- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the school);
- Ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are compliant with the Governing Body's statement of intent and the Lyndhurst School Health and Safety Policy and sub-policies;
- Ensuring that contractors and persons hiring any part of the premises are aware of the Lyndhurst School Health and Safety Policy;
- Ensuring that all necessary safety signs and notices are displayed;
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out, recorded and monitored, that the required notices are in place and that appropriate training is given to relevant staff in accordance with Lyndhurst School's Fire Safety Policy;
- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy as appropriate; and
- Overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

First Aid lead

The First Aid Lead is responsible for:

- Notifying the staff when a child has been identified as having a medical condition who will require support in the school;
- Collating information provided by parents and professionals;
- Drawing up any student healthcare plans;
- Ensuring that students with medical conditions are properly supported in the school/academy, including supporting staff on implementing a child's health plan;
- Liaising with lead clinicians on appropriate support for the child and associated staff training needs;
- Liaising with staff, parents and professionals to provide suitable healthcare plans in accordance with current guidance;
- Administering all prescribed medication and any necessary non-prescription medicine and ensuring safe storage in accordance with the school/academy policy and current guidance;
- Working with the Head teacher to determine the training needs of the school staff and agreeing with the Head teacher who would be best placed to provide the training;
- Confirming to the Head teacher that school staff are proficient to undertake healthcare procedures and administer medicines;
- Ensuring that appropriate records are kept and are accessible; and
- Reporting as required to the Head teacher (or Head teacher's representative).



The staff in charge of activities (whether on or off the school/academy premises) are responsible for liaising with the first aid lead and ensuring that appropriate arrangements are made for students with medical needs during:

- Educational visits/learning outside the classroom; and
- Sporting activities.

Guidance on assessing and managing risks

See the **Risk Assessment Policy**.

Educational Visits

See the **Educational Visits Policy**.

Reporting of injuries and accidents.

For guidance on reporting injuries and accidents see the **First Aid Policy**.

Dealing with Health and Safety Emergencies

See the **Critical Incident Plan** for details of procedures and contacts in case of an Emergency.

Occupational health services and managing work-related stress

The school takes staff welfare, including occupational health services and work-related stress, seriously and encourages open dialogue and provides opportunities for staff to discuss their concerns with their line manager.

Security

The security arrangements will cover as relevant:

- The site;
- The buildings;
- Notices;
- Control of visitors and contractors to the school/academy;
- Locks and keys;
- Out-of-bounds areas;
- Dealing with trespassers;
- Security of staff and student property;
- Vehicles and cycles;
- Movement around the site and buildings;
- Transport and pedestrians arriving at the school/academy in the morning and leaving in the afternoon; and
- Responsibilities for security aspects.
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The school aims to provide a safe, secure environment for all employees, pupils and other visitors to the school. Access to the school is restricted. All entrances to the school site are secure and the school has 24hour CCTV in operation. The security arrangements are regularly reviewed. All visitors are required to sign in and are advised that they must comply with the school's regulations on all Health and Safety matters.

Security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

Violence to staff

The Governors and Trustees of Lyndhurst School will not tolerate any instances of violence, including verbal abuse, to staff. In the event of an act of violence, harassment or security breach the school will take immediate steps to safeguard those affected and will contact the Police or other agencies as appropriate.

Slips and trips

The Health and Safety Committee regularly risk assess the school site for hazards which may result in slips and trips. Staff should advise the Health and Safety Committee if they become aware of any hazards.

Management of asbestos

See Appendix 1.

Selecting and managing contractors

See Appendix 2.

Smoking

Smoking is banned on all areas of the school site.

Guidance for staff on manual handling and working at height

Staff have a duty to exercise a reasonable level of common sense and care when carrying out their day-to-day activities around the school and should ask for assistance or use safety equipment provided for that purpose e.g. safety steps-stools for accessing high equipment. Staff whose job description requires them to perform tasks such as moving loads or working at height, for example, the Maintenance Person, will be given training for these activities and will be provided with appropriate safety equipment.

Hazardous equipment and substances

Staff must make sure that any potentially hazardous equipment or substances are stored out of reach of the children and that they are tidied away immediately after use.

On-site vehicle movements

All staff and visitors must be aware of the potential presence of children and adults when entering and leaving the school car park.



All vehicles entering the school grounds via the side gate must be accompanied by a member of staff or responsible adult on foot to make sure that children and adults are aware of the vehicle.

Maintenance and testing of plant and equipment

The School Bursar/ Assistant Bursar is responsible for ensuring that all equipment is serviced and maintained in accordance with the manufacturer's instructions and in accordance with any relevant legislation and a log of all servicing and maintenance is kept on the **Site drive** and in the Bursar's Office.

Staff must inform the Bursar/ Assistant Bursar if they have any equipment, such as small electrical items, in their classroom / department or work area which requires regular maintenance or servicing.

Health and safety will be a standing item on the agendas of all departments, pastoral groups and any formal management meetings in the school. Any points raised will be duly minuted and reported promptly to the HSM.

Students and Parents

Students also play a part in overall health and safety and welfare of Lyndhurst School and will be encouraged to discuss health and safety issues at student council meetings and raise any concerns, which will be reported to the HSM.

The school/ Governing Body or Head teacher may decide to involve students further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of students, road safety). The school may determine the amount and manner of the consultation.

Measuring Performance

Lyndhurst School will use an appropriate system to support relevant staff in carrying out their responsibilities for health, safety and security in their areas.

The HSM will ensure that the following are carried out as appropriate, using the school management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the Health and Safety Committee;
- Attendance at health and safety meetings;



- Information coming out of department meetings and how it is dealt with;
 - Results of any external reviews/investigations;
 - Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
 - A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the school.

Equal Opportunities

In making, reviewing and implementing this policy the school/academy's Equal Opportunities Policies must be considered.

The school must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students, contractors, volunteers and visitors to use the school/academy's facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, to ensure safe access for disabled staff, students, contractors, volunteers and visitors

Designated Persons of Responsibility

Health and Safety Manager	Bursar
Health & Safety Lead: <i>(for receiving reports of Health and Safety Issues)</i>	Assistant Bursar
Health and Safety Committee:	Headmaster SLT Assistant Bursar
Fire Safety Person:	Bursar / Assistant Bursar
First Aid Lead / Medication: kits)	Assistant Bursar (supplies/restocking of first aid)
Designated Safeguarding Lead:	Miss Morgan



Deputy DSL:

Catering:

Educational Visits Coordinator:

Subject Specific Areas:

Headmaster & Head of EYFS

Connect Catering

Heads of Phase

Heads of Departments



Appendix 1:Asbestos

The school recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (ACM) or presumed ACMs on the Schools premises by complying with the control of Asbestos Regulations 2012 (SI 2012/632) and in particular by:

- Ensuring that the School complies with its duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate. Detailed guidance can be found in the Introduction to Asbestos essentials: Advice to managers and Sole Traders (a0) (0/17) at <http://www.hse.gov.uk/pubns/guidance/a0.pdf>;
- Preparing and keeping up to date, a record of the location and condition of ACMs or presumed ACMs.
- Carrying out a written assessment of the risks presented by ACMs and presumed ACMs.
- Preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACM at the School.
- Regular inspections, reviews and / or monitoring as appropriate.
- Ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the school.
- Ensuring that all employees may come into contact with ACM or presumed ACM are adequately trained.
- Ensuring that ACM or presumed ACM is not to be disturbed unless prior agreement has been given by the Bursar and there are appropriate control measures in place to ensure that staff, pupils or any other users of the School premises are not exposed to asbestos;
- Ensuring that only authorised staff and / or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.
- If anyone disturbs or suspects that they have disturbed ACM they should:
 - Not disturb it further under any circumstances
 - Ensure that access to the affected area is restricted and put up a warning sign stating “possible asbestos contamination”
 - Immediately report it to the **Health and Safety Lead** who will take appropriate action.
 - Ensure that any clothing which have been covered in dust or debris is appropriately disposed of.



Appendix 2: Contractors

We use external consultants to advise as required on matters of health and safety within the School.

- Structural Surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers annually.
- The School's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Assistant Bursar arranges for:
 1. The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc.
 2. Appropriate pest control measures to be in place.
- The School has a professional fire risk assessment which is updated every 5 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor.
- The School has a professional risk assessment for legionella, every year.
- An asbestos register is maintained at the School and the Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. The Maintenance Person is responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- The School has a current electrical test certificate for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCD protected and meet the requirements of BS7671:2018 (IET) wiring regulations. Annual PAT testing of equipment is also conducted.
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers.
- All domestic boilers are serviced annually, and all domestic properties have current Gas Safety Certificates.
- A qualified Planning Supervisor is used to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever major work is undertaken.