

## Health and Safety Policy

The Riverside School Board acknowledge that it has the prime responsibility for health and safety and that the Co-Directors and Heads of Schools have specific responsibilities to manage health and safety at the school level.

The Health & Safety Coordinator has the principal duty in the school for ensuring implementation of guidance and codes of practice.

This duty extends to ensuring that:

- **Working conditions and environment**
- **Substances used**
- **Equipment provided, and**
- **Working methods adopted**

do not impair the well-being of any employee, or any other person, including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This policy has regard to the UK Guidance, 'Health and Safety of Pupils on Educational Visits' and the UK Guidance, 'Health and Safety: Responsibilities and Powers'.

This policy document has been adopted by the whole Riverside Board and is signed by the Chair of the Board on its behalf.

The policy is also signed by the Co-Directors and the Health and Safety Coordinator for the school.

## **GENERAL GUIDELINES**

It is the policy of the Riverside Board, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and students;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Board and Co-Directors in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of students' duties where appropriate;
9. provide and maintain adequate welfare facilities.

### **Responsibility of the Riverside Board and Co-Directors**

**The Riverside Board and Co-Directors are responsible for implementing this policy within the school. In particular they will:**

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines;
4. make arrangements for the implementation of the school's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing staff and students of relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular safety inspections are undertaken (a Health & Safety team will inspect all school premises and property once a term.);
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety Committee;
8. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
9. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Board and Co-Directors in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

## **Duties of the Health and Safety Representative**

### **The delegated person shall:**

1. assist in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters and advise on its application to the school;
3. coordinate arrangements for the design and implementation of safe working practices within the school;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Board and Co-Directors;
6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. coordinate arrangements for the dissemination of information and for the instruction of employees, students and visitors on safety matters and to make recommendations on the extent to which staff are trained.

## **Responsibilities of Staff Towards Students and Others in their Care**

**All staff are responsible for the health and safety arrangements in relation to staff, students and volunteer helpers under their supervision, in particular, they will monitor their own work activities and take all reasonable steps to:**

1. exercise effective supervision over all those for whom they are responsible, including students;
2. be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements;
9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
11. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

*When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to their line manager.*

## **Responsibilities of all Employees**

### **All employees have a responsibility under the Act to:**

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate in meeting statutory requirements and not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the appropriate Head of School;
4. ensure that tools and equipment are in good condition and report any defects to the appropriate Head of School;
5. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. ensure that offices, general accommodation and vehicles are kept tidy;
7. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the appropriate Head of School.

*Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements she/he must draw these to the attention of their line manager.*

### **Please note the following:**

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

## **Responsibilities of Students**

### **All students are expected, within their expertise and ability to:**

1. exercise personal responsibility for the safety of themselves and their fellow students;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

*The school will make students (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook*

## **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

## **Fire and Emergency Evacuation Procedures**

1. The school's procedures for fire and emergency evacuation are posted in the school entrances.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.

## **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

## **First Aid and Accident Reporting Procedures**

1. First aid is available through the School Nurse and appointed First Aid Staff.
2. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the School Nurse. The accident books are located in the School Offices.
3. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

## **Organisation**

The Heads of Schools have the responsibility for day-to-day management of health and safety issues. The Health & Safety Coordinator is responsible for the health and safety coordination.

All staff should have regard to their own health and safety and that of the others including students, clients, visitors and colleagues. They should communicate any concerns to the appropriate person so that any potential hazards can be quickly rectified.

Staff should use the appropriate health and safety form to report any health and safety issues in the first instance. This form will be used to track any health and safety issues reported.

## **Health and Safety Committee**

The Health and Safety Committee will normally compose:

- Health & Safety Coordinator (Chair)
- The Heads of Schools
- A Representative of each School

### **Advisory:**

- The Co-Directors
- The School Janitors
- The Facilities Manager

Notwithstanding, all staff have a responsibility for their work areas and the school premises and environment.

## **Health & Safety Policy Review**

- The school's health & safety policy will be reviewed by the health & safety committee on an annual basis and approved by the Riverside Board.
- Health and safety issues identified during the year will be added to the schools Development Plan.
- The health and safety policy will be accessible to the staff in the school office.

## **Communication and Information Management**

- A report identifying health and safety issues reported and their outcomes will be presented to the school board at their termly meetings.
- Health and safety committee members will assess the schools each term to investigate any health and safety issues and undertake a risk assessment of the school twice each year.
- The health and safety committee will pass on any relevant information to the appropriate departments within the school. Records concerning specific curriculum subjects will be kept by the departments involved for future use.
- Heads of department must acknowledge their specific responsibility for managing curriculum specific information and keeping the school's health and safety committee informed about new information and guidance via the school health and safety coordinator.
- Staff will be given information through a staff memo system or at staff meetings.
- There is specific information regarding health and safety held in the school office which is accessible to all staff members.

### **Items include:**

- The school health and safety policy
- Notes from the health and safety committee. Their findings/comments on issues concerned.
- The major and minor incident reporting procedure
- The Health and Safety Coordinator is responsible for physically keeping the Health and Safety Manual updated.

## **Critical Incident Management**

- In the event of a critical incident - staff should contact the person responsible for dealing with this situation and receive specific guidance on the situation.

## **Health and Safety Induction Training**

- All staff must receive adequate induction training including training which is matched to their specific work and responsibilities. A general checklist for use with employees is available (see appendix 1). This includes both basic and more specialised criteria, depending on the need of the appointed person.

## **Routine update training**

- Routine updating training will normally be addressed as a whole school issue and carried out on Inset days and in place of Staff Meetings.

## **Personal Safety procedures and control of violence**

- A policy is being designed to address abuse, threats and violence towards staff.

## **School Security**

- Visitors and people entering the building are monitored. All visitors must sign in at the school office and be issued with a badge or label. Secure entrances and CCTV cameras limit and monitor access to the school.
- A list of school key holders is available in each school office

## **Planned Safety Checks**

### **Procedures**

- The health and safety committee will meet termly and monitor developments and report to the whole school governing body.
- Staff have the responsibility for checking that their work areas are safe prior to certain activities, i.e., Head of PE. is responsible for checking sporting facilities both on and off site.

### **Equipment**

- All major equipment electrical etc. is checked by the site manager.
- Portable electrical equipment is tested annually.
- All departments hold equipment registers.

### **Premises**

- Management hold the major responsibility for the school premises.
- Staff are responsible for checking their work areas, classrooms etc and ensuring that all fire exits are kept clear at all times.

### **Incident Reporting/Investigation**

- An incident form is available for general use and is kept in the school office.
- Staff members are responsible for the completion of these forms. There is also a local incident book for minor incidents in the school office.
- All incidents are subject to investigation as appropriate with a view to preventing recurrence.

### **Coordination of Risk Assessment Work**

- The health and safety committee decides on items for risk assessment when conducting routine inspections or in response to problems highlighted by staff.
- Hazards are observed as part of a routine inspection and staff and students are expected to report hazards as part of their responsibilities and daily routine.

### **Fire Procedures**

- A fire risk assessment has been completed.
- The evacuation procedures have been given to all staff, and all staff should be familiar with the nearest fire exits for their room.
- Fire action notices are displayed in all rooms and in the central corridors and social areas of the school.
- Fire extinguishers are regularly inspected and each fire extinguisher has a sign detailing its use.
- Fire drills are carried out termly. There may also be other fire drills at the discretion of the health and safety committee, these additional drills may also involve blocking off exits.
- The school fire alarm consists of an automatic / manual alarm in the High School and manual alarms in the Early Years, Primary and Junior High Schools. A backup hand bell is located in the Primary and Junior High School Offices.
- Fire Safety Training is given to all employees annually by the Fire Department

### **First Aid - Training and Equipment**

- The school maintains a system of a school nurse and a number of appointed first aiders and several support staff who are trained to deal with first aid.
- First aid equipment is available in the science labs and school offices.
- The school nurse and the appointed first aiders are responsible for monitoring the first aid kits and ensuring that the stocks are replenished when needed.
- A bin is provided for clinical waste with the appropriate bin liners.
- The school nurse is responsible for keeping records of the first aiders and when their certificates expire.
- A register is kept of all first aid administered in school, in the school office. Where first aid is necessary following an incident, the incident report form is completed.
- In the event of an injury the procedure is as follows: Summon the school nurse/first aider. School nurse/first aider assesses the injury. If an emergency dial for an ambulance or contact a local doctor. If the injury requires a doctor, office staff will acquire parental consent

### **Vehicle Control and Pedestrian Safety**

- Staff vehicles, visitors, delivery vehicles, vehicles belonging to persons working on site are permitted to enter the approved parking areas.
- Refuse collection vehicles have an arranged time to collect refuse before lessons.

### **Designated Mental Health Lead & Wellbeing Team**

- The Designated Mental Health Lead & Wellbeing Team have developed a whole-school approach to mental health and wellbeing, including how it is reflected in behaviour and wellbeing policies, curriculum and pastoral support.
- In recognition of the supportive Christian ethos of the school all staff are required to commit to the welfare of others.
- The school acknowledges that staff may from time to time suffer from stress. Once this has been notified, support for the individual is provided directly from the senior management of the school.

### **Child Protection Procedures**

- There is a school child protection policy. All staff are given guidance on this issue and there are appointed child protection officers.

### **Supporting Staff and Students with Accessibility and/or Medical Needs**

- The Medical staff (nurses) follow the latest guidelines on supporting students with medical needs.
- The Health and Safety Committee is responsible for regular reviews and recommending enhancements of accessibility provisions to prioritise health, safety, and freedom of access for all students and staff.

### **Premises Security**

- All senior management and staff are responsible for the security of the premises. Please refer to the security policy.

### **Contractors/Visitors on Site**

- Contractors/visitors are required to report to the school office.
- They are briefed by the person who has requested their services.
- It is the responsibility of the health and safety committee to ensure that contractors perform safely on site in order to prevent danger to people other than the contractor's staff.

### **Outside Lettings**

- The school is available for certain non profitable outside lettings that are permitted at the school management discretion



Task	Staff Member Responsible
Health and Safety Policy review Communication and Information management Critical Incident Management Health and Safety induction training Routine update training Personal safety procedures Planned checks (procedures) Planned checks (equipment) Planned checks (premises) Incident report/investigation Coordination of risk assessment work Fire procedures including personal emergency evacuation plans Building repairs and alterations First aid (training and equipment) Vehicle control/ pedestrian safety Educational visitor coordinator (EVC) Stress and wellbeing Child protection Supporting pupils' with medical needs Accessibility provisions Premises security Contractors on site Outside lettings	Health & Safety Committee The Heads of Schools The Co-Directors Health & Safety Coordinator Health & Safety Coordinator Individual Staff School H&S reps Department responsible for equipment School H&S reps The Heads of Schools Health & Safety Coordinator The Heads of Schools The Facilities Manager School Nurse / First Aiders Staff on duty Office Staff Whole School Child Protection Chair School Nurse Health & Safety Committee Heads of Schools School Janitors The Co-Directors

**Review Process:**

Date of Review: August 2023

Date of Next Review: August 2024

**Relevant Links:**

[First Aid Policy](#)

[Risk Assessment - Facilities & Developments](#)

[Late Back Policy](#)

[Equipment Storage and Checks for Water Sports Policy](#)

[Near Miss Report \(template\)](#)

[Health and Safety Checklist - Template](#) (for H&S Coordinator)