



**Redfield Edge Primary School**

**High Street**

**Oldland Common**

**Bristol**

**BS30 9TL**

# **Health and Safety Policy**

## **2024 - 25**

Acorn Health & Safety Ltd	Issue No: 2	Redfield Edge Primary School
Policy Number: GEN034B V1: draft	Issue Date: 21/2/2024	Redfield Edge Primary School Document No:

## Document Control

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<b>Signed (Chair of Governors)</b>	<b>Name (Chair of Governors)</b>	<b>Signed (Headteacher)</b>	<b>Name (Headteacher)</b>

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# Redfield Edge Primary School

## Health and Safety Policy Statement

### 1. Introduction

This is the health and safety policy statement of:

**Redfield Edge Primary School, High Street, Oldland Common, Bristol, BS30 9TL**

Herein referred to as Redfield Edge Primary School

This document, which contains our health and safety policy prepared after due consultation with those involved in its development, has the full backing and authority of the School Governors and is reviewed annually and updated as required by legislation or other changes.

### 2. General Statement

- 2.1 It is our intention to comply with the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and all relevant legislation which affect our operations. Our aim is to perform work in the safest practicable manner, consistent with legislation and good practice.
- 2.2 We recognise our responsibility as Governors to ensure the health, safety and welfare of our employees, students and all those likely to be affected by our work.
- 2.3 We will identify hazards within the school environment and develop safe systems of work and do everything reasonably practicable to prevent injury and ill health by controlling the risks from our activities.
- 2.4 Whilst we will consult with employees over matters concerning their health, safety and welfare, it is the duty of each employee to exercise personal responsibility for their own safety and for that of students and others. Employees must co-operate with us in matters of health, safety and welfare.
- 2.5 Redfield Edge Primary School will provide and maintain safe plant and work equipment and ensure the safe handling, storage, transportation and use of hazardous substances.
- 2.6 Redfield Edge Primary School will provide adequate information, instruction and supervision and where appropriate, training to ensure the competence of all employees and others requiring it.
- 2.7 The attention of all employees, governors, volunteers and others is directed to this policy and any revisions to this policy will be incorporated when necessary and these will also be brought to the attention of all employees.

Signed:

Date:

Position:

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# ORGANISATION

## 3. Responsibilities

### School Governors will:

- 3.1. Promote a sensible approach to health and safety within the school environment and ensure competent health and safety advice is obtained.
- 3.2. Initiate the implementation of Redfield Edge Primary Schools health and safety policy and arrange for funds, facilities and resources to meet its requirements.
- 3.3. Have an understanding of the application of the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, and other relevant legislation affecting the school's activities.
- 3.4. Work in close partnership with the Headteacher and senior management team to support sensible health and safety management and challenge as appropriate.
- 3.5. Ensure that this policy and all generic and statutory risk assessments are completed, reviewed at annual intervals, or following an accident / incident or changes to legislation.
- 3.6. Ensure regular health and safety inspections are undertaken, at least three per annum, and ensure that any findings are recorded and progressed, for example at governance meetings.
- 3.7. Set a personal example and role model good practice and establish and maintain a positive health and safety culture.

### The Headteacher will:

- 3.8. Ensure that the school is following this health and safety policy and has the necessary arrangements in place for managing health and safety risks arising from activities on school premises.
- 3.9. Maintain effective communication with all relevant persons on matters affecting health, safety, and welfare in the school environment.
- 3.10. Ensure risk assessments of work activities are undertaken, recorded, and regularly reviewed.
- 3.11. Consult, and work with members of recognised trade unions and safety representative committees.
- 3.12. Ensure employees within their areas of control attend appropriate health and safety training to deal with risk in their areas of responsibility, including where responsibilities for health and safety are delegated to others.
- 3.13. Ensure regular health and safety inspections are undertaken, at least three per annum, and ensure that any findings are recorded and progressed, for example at governance meetings.
- 3.14. Ensure that appropriate corrective action measures are in place and implemented.

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**The School Health and Safety Coordinator will:**

- 3.15. Understand the health and safety management system used by Redfield Edge Primary School.
- 3.16. Be the main point of contact for health and safety advice and information provided to the school and liaise with the Headteacher and others as required to ensure advice received is acted upon, and disseminated, as necessary.
- 3.17. Advise the Headteacher and Governors of any action required to comply with health and safety legislation and guidance within the school environment.
- 3.18. Ensure appropriate first aid arrangements are in place.
- 3.19. Ensure all accidents, incidents, and near misses are reported in line with school policy and statutory duties.
- 3.20. Ensure effective measures are in place for managing and controlling any work undertaken by contractors.

**Health and Safety Representatives will;**

- 3.21. Understand the health and safety management system used by Redfield Edge Primary School and ensure its execution and compliance by themselves and those whom they line manage.
- 3.22. Promote a safe working environment and for safe working practices through appropriate safe systems of work, safe equipment materials, good housekeeping, and leading by example through their own safe behaviours.
- 3.23. Ensure effective and regular communication with employees and others on health and safety matters, particularly where there are organisational and or procedural changes.
- 3.24. Manage the working environment to ensure the health and safety of staff and others who may be affected by the work.
- 3.25. Identify hazards and assess, control, monitor and review risks through a risk assessment process, including matters relating to work-related road safety.
- 3.26. Identify any workplace stressors and implement appropriate measures to control the risks, in conjunction with health and safety and HR through their line manager.
- 3.27. Lead and participate in health and safety inspections and audits, to ensure that health and safety responsibilities are being met.
- 3.28. Ensure employees are released for health and safety training and are only then allocated tasks when they have been adequately trained.
- 3.29. Ensure timely investigation and reporting of accidents and near miss incidents and escalating any shortcomings in health and safety related procedures, equipment or working conditions to line management.
- 3.30. Participate in health and safety performance reviews with their line managers.

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**Employees will:**

- 3.31. Take reasonable care of the health and safety of themselves, students, and others who may be affected by their acts of omissions.
- 3.32. Use the correct equipment for the task, including safety equipment and any protective clothing as necessary.
- 3.33. Not misuse or interfere with anything provided in the interest of health and safety.
- 3.34. Keep school equipment in a good and safe condition.
- 3.35. Report all accidents, incidents, and near misses.
- 3.36. Report to the Headteacher or health and safety coordinator any defects in equipment of which they become aware.
- 3.37. Set a personal example to students and others.

**Pupils are expected to:**

- 3.38. Comply with school rules.
- 3.39. Not misuse or interfere with anything provided in the interest of health or safety.
- 3.40. Follow all instructions from teachers and other staff member in the case of an emergency or incident occurring.

**Acorn Health & Safety Ltd (School Safety Advisors)**

In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations, Redfield Edge Primary School has retained Acorn Health & Safety Ltd as the Company health and safety advisors.

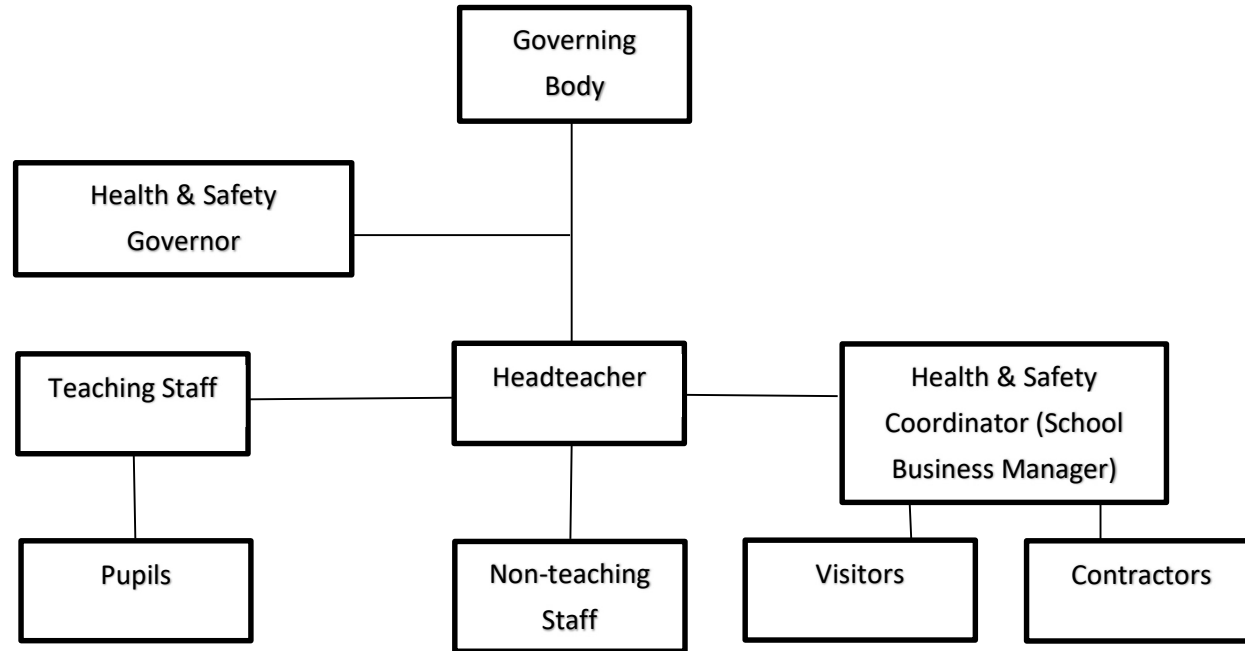
**Acorn Health & Safety will:**

- 3.41. Assist Redfield Edge Primary School with the development of a safety management system suitable for the size and needs of the Company.
- 3.42. Assist Redfield Edge Primary School to undertake necessary measures to ensure compliance with statutory provisions and assist in the provision, co-ordination and the dissemination of health and safety policies and procedures throughout the workforce.
- 3.43. Help with reviews of the Redfield Edge Primary School safety policy, generic procedures, risk assessments and method statements at annual intervals.
- 3.44. Upon request undertake the investigation of serious accidents and dangerous occurrences and advise on appropriate action to prevent re-occurrence.
- 3.45. Support the review and updating of risk assessments.

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#### 4. School Structure and Lines of Communication



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## 5. Consultation:

- 5.1. In compliance with the Health and Safety (Consultation with Employees) Regulations, it is school policy to consult with all employees on any matter, which may affect their health, safety or welfare.
- 5.2. Redfield Edge Primary School will always encourage and consider suggestions or comments on ways in which our health and safety performance can be improved.
- 5.3. Employees, volunteers, and others are required to advise management of unsafe situations, acts or omissions of which they become aware.
- 5.4. Health and safety is an agenda item on all staff meetings.
- 5.5. Where appointed, Redfield Edge Primary School will consult with safety representatives on health and safety matters. Where a health and safety committee exists, safety representatives will be invited to be part without committee.
- 5.6. All employees are encouraged to contribute to the development of safe operational practices and procedures and are requested to provide feedback in relation to their suitability and effectiveness in practice.

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# ARRANGEMENTS

## 6. Safety Policy Review

- 6.1. The Health and Safety at Work Act requires Redfield Edge Primary School to monitor the effectiveness of this policy in terms of the use made of it by both management and employees.
- 6.2. Review of the safety performance of Redfield Edge Primary School and the functioning of the policy is the task of Chair of Governors.
- 6.3. The contents of this policy will be reviewed at least annually and amended where appropriate.
- 6.4. Once reviewed and amended the policy will be made available to all employees.

## 7. Information, Instruction and Training

- 7.1. Redfield Edge Primary School will ensure that all employees are provided with suitable information, instruction and training on health and safety to enable them to competently perform their roles.
- 7.2. Line managers are responsible for ensuring identified training needs are met. This may be from internal means or by use of external training providers as appropriate.
- 7.3. The health and safety law poster (or equivalent acceptable document) will be accessible within the school premises.
- 7.4. The health and safety coordinator will ensure that all new employees within their area of responsibility undertake a health and safety induction to ensure that they have sufficient information and instruction to comply with the school's health and safety policy and procedures.

## 8. Accidents, Incidents and Reporting under RIDDOR

- 8.1. All accidents, incidents or dangerous occurrences, however trivial they may appear must be recorded and reported to health and safety co-ordinator as soon as is practicable.
- 8.2. Redfield Edge Primary School will maintain and hold all documentation for accidents, dangerous occurrences and notifiable diseases and conditions. Copies of all notifications made will be kept for record purposes.
- 8.3. The health and safety co-ordinator has the responsibility for ensuring that where a report maybe required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) that Acorn Health and Safety are contacted for advice, support and guidance.
- 8.4. Accidents that must be reported to the Health and Safety Executive include:

**Death of any person** - all deaths to workers and non-workers, except for suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

This must be reported without delay and can be reported by phone, details can be found at <http://www.hse.gov.uk/riddor/when-do-i-report.htm>

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**Specified Injuries** - full details on more serious injuries to employees or self-employed persons that are legally reportable can be found at [www.hse.gov.uk/riddor/specified-injuries](http://www.hse.gov.uk/riddor/specified-injuries)

This report must be made as soon as the specified injury is confirmed

**Seven Day Injuries** - where an employee or self-employed person is absent from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.

**Injuries Involving Students or Members of the Public** - requiring transportation to hospital by any means for treatment (excluding diagnostic tests).

These reports must be made within 15 days of the accident.

- 8.5. A near miss is any incident with the potential to have caused injury to a person, what damage to property, and must also be reported to the health and safety coordinator, who will, if necessary, seek advice from Acorn Health & Safety.
- 8.6. A proportionate investigation into all accidents will be undertaken by the health and safety co-ordinator, with the support of Acorn Health & Safety if required.
- 8.7. Should an incident involve violence towards another person, an incident form must be completed and forwarded to the health and safety co-ordinator for review by the Headteacher.

## 9. First Aid Facilities and Medical Needs

- 9.1. A first aid needs assessment will be undertaken
- 9.2. To comply with the Health and Safety (First Aid) Regulations, school premises and vehicles will be supplied with appropriate first-aid equipment.
- 9.3. The names of those persons trained and appropriately qualified in first aid will be displayed on the premises.
- 9.4. Pupils with medical conditions will be properly supported wherever possible to allow safe and full access to education (including school trips and physical education).
- 9.5. Where required Redfield Edge Primary School will consult with health and social care professionals, students, and their parents to ensure the needs of any pupil with medical conditions are effectively supported.
- 9.6. In the case on infectious disease being notified, the school will follow national guidance produced by Public Health England (PHE).

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## 10. Welfare

- 10.1. Redfield Edge Primary School undertakes to ensure that suitable welfare provision is made within the school environment in accordance with its statutory obligations.
- 10.2. We will ensure that:
- Our school is adequately lit, heated, ventilated and kept clean
  - Staff and pupils have access to WC's, hand washing facilities and clean drinking water
  - We take into account individual employee's needs (for example, by undertaking a risk assessment) e.g. new and expectant mothers, young persons and staff and pupils with health conditions / disabilities.
  - We take steps to reduce any risks relating to lone working and verbal abuse towards staff

## 11. Infection Control

- 11.1. Redfield Edge Primary School will ensure, as far as is possible, that reasonable steps are always taken to protect both staff and customers from biological infections (disease) being acquired whilst working or using our services. Control of infection requires maximum effort from all staff, which has a shared and an individual responsibility
- 11.2. If any risk is identified, Redfield Edge Primary School Ltd will ensure a full risk assessment and the right precautions are taken to reduce the risks of exposure to our employees and customers
- 11.3. All staff, sub-contractors and visitors within Redfield Edge Primary School premises will abide by standard hygiene procedures
- 11.4. Redfield Edge Primary School will make all staff, sub-contractors and visitors fully aware of our hygiene procedures at the start of each visit

## 12. Safeguarding and Child Protection

- 12.1. Redfield Edge Primary School has a separate policy dealing with the safeguarding of children and young people. A designated Safeguarding Lead (DSL) and two Deputy Designated Safeguarding Leads (DDSLs) are appointed and all employees are made aware of this policy on commencement.

## 13. Work Equipment

- 13.1. Redfield Edge Primary School will ensure that all equipment provided for use at work will comply with the requirements of the Provision and Use of Work Equipment Regulations (PUWER).
- 13.2. Redfield Edge Primary School will ensure that all users of products and articles supplied or hired for use at work are provided with relevant health and safety information.

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- 13.3. It is the responsibility of the health and safety coordinator to ensure all work equipment hired or purchased for use by our employees is suitable for the purpose for which it is to be used and that employees have received appropriate information, instruction and training.
- 13.4. Employees are responsible for ensuring that any defects likely to affect personal safety or health are reported immediately to their line manager.
- 13.5. Employees are required to carry out a visual inspection of equipment before use to ascertain that it is in good repair and appropriate for the task.
- 13.6. The health and safety coordinator will ensure that arrangements are in place so that all work equipment is properly maintained, and that records of servicing, inspection, calibration and statutory tests / examinations are completed and available.

Examples of records required include:

- Electrical appliance testing
- Statutory examination / test of lifting equipment and routine inspections
- Fire alarm systems

- 13.7. Electrical appliance testing (formerly PAT) will be conducted by competent persons. Inspections and/or tests will be undertaken at intervals in accordance with the guidance provided within the IET guidelines. It will cover all electrical appliances, whether fixed or portable, that are not covered by any building Electrical Installation Condition Report.
- 13.8. Employees must not use electrical equipment where evidence of testing cannot be provided whether it be their own, or that belonging to a site they are working at.

## 14. Risk Assessment and Controls

- 14.1. The Management of Health and Safety at Work Regulations and other Regulations require that Redfield Edge Primary School carries out risk assessments, and that the significant findings from the assessments are brought to the attention of those at risk.
- 14.2. The SCHOOL BUSINESS MANAGER and Headteacher will review school risk assessments along with a review of risk assessments provided by any sub-contractors whenever it is suspected that they may no longer be valid, after any accident or change in legislation. A risk register will be maintained, and is provided to the Governors annually.
- 14.3. Redfield Edge Primary School has a health and safety risk profile, which identifies compliance issues and priorities for completion.

## 15. Display Screen Equipment (DSE)

- 15.1. All computer equipment including will be purchased from reputable suppliers.
- 15.2. The health and safety coordinator will ensure that users of DSE undertake workstation assessments at least annually, or more frequently should circumstances require, such as the installation of new equipment or reorganisation of the workplace.

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- 15.3. Users of DSE will be given appropriate training to minimise any risks identified in the risk assessment. They will be provided with guidance on correct use of the equipment and advised of the reporting procedure should problems develop.
- 15.4. All employees identified as DSE users are entitled, on request, to free eyesight testing on an annual basis and if corrective appliances are required specifically for the distance the screen is viewed at, Redfield Edge Primary School will cover the cost of a basic appliance, i.e. of a type and quality adequate for the users work.
- 15.5. Redfield Edge Primary School recognises that laptop computers and similar devices are not designed to be used for extended periods. If necessary, the school will consider the introduction additional measures to reduce the likelihood of work-related upper limb disorders (WRULDS).
- 15.6. E-safety is covered in a separate policy.

## **16. Manual Handling Operations**

- 16.1. Manual handling operations will be avoided wherever practicable.
- 16.2. Materials, supplies and equipment should always be delivered as close as possible to work areas to avoid unnecessary handling, small handling aids (such as trolleys and sack trucks) will be provided where required.
- 16.3. Where manual handling cannot be avoided and there is likely to be a significant risk or injury, specific assessments will be undertaken to eliminate or minimise the risks.
- 16.4. The capability of employees will be taken into consideration and where required further information, instruction, training and supervision will be provided to ensure competence.

## **17. Personal Protective Equipment (PPE)**

- 17.1. PPE is provided, to employees and workers under a contract for service, as a final line of defence against potential risk and used in conjunction with more collective protective arrangements according to the tasks being completed.
- 17.2. Any PPE provided must be suitable is suitable and provide an adequate level of protection against the hazard identified. PPE includes for example protective glasses, hearing protection and gloves. Users must be trained in its use.
- 17.3. It is the responsibility of health and safety coordinator to ensure that, where required the appropriate PPE is available for use.

## **18. Control of Substances Hazardous to Health (COSHH)**

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- 18.1. Hazardous substances include those that are harmful, irritant, flammable, compressed gases and damaging to the environment. Generally, only standard domestic products, therefore of a low risk nature, are used within the school environment.
- 18.2. Where required, information on any substance or materials that may be hazardous will be obtained from the manufacturer or supplier in the form of material safety data sheets and a written substance inventory maintained.
- 18.3. Written COSHH assessments will be undertaken for any work with substances where a significant risk is identified using the information provided from safety data sheets. Assessments will be reviewed whenever it is suspected that they may no longer be valid.
- 18.4. Any necessary work with new materials or substances rated as hazardous will not commence until the necessary safety data sheet has been obtained, or the material has been analysed and an assessment made of the risks involved in the operation.
- 18.5. Where required the school will refer to information and guidance available from CLEAPSS.
- 18.6. In some cases, hazardous substances will be assigned a work exposure limit (WEL), for example wood and pottery dust. Where these substances are used, the appropriate controls must be in place.

## 19. Fire Precautions

- 19.1. The SCHOOL BUSINESS MANAGER is responsible for fire precautions and assessments at Redfield Edge Primary School.
- 19.2. They will ensure that a fire risk assessment is undertaken in compliance with the Regulatory Reform (Fire Safety) Order which will be reviewed at least annually.
- 19.3. Reasonable steps will be taken to address the findings of the assessment and implement the following necessary procedures:
  - Provision of written emergency evacuation procedure
  - An adequate means of escape in the event of a fire
  - Ensuring that escape routes are kept clear
  - Firefighting appliances are available and properly maintained
  - Fire and alarm systems are properly tested and maintained
  - Personal Emergency Evacuation Plans (PEEPS)
- 19.4. Fire drills will be carried out at least three times a year:
  - Once in terms 1 & 2
  - Once in terms 3 & 4
  - Once in terms 5 & 6

Accidental triggering of the premises fire alarm system can be counted as a fire drill.

- 19.5. Fire alarms are maintained and tested by competent contractors and tested once a week by the Caretaker.
- 19.6. Fire extinguishers are maintained on an annual basis by competent contractors and checked regularly to ensure they are ready for use. In the event of a fire, the immediate priority is for the safe and prompt evacuation of the premises, fire extinguishers are provided primarily to aid escape from the premises and should only be used by a trained person.

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19.7. The designated evacuation point will be clearly identified by signage.

## 20. Asbestos

- 20.1. Redfield Edge Primary School has had a building survey undertaken and an Asbestos Management Plan (AMP) created where required.
- 20.2. The school will undertake asbestos condition checks, and record these as indicated as being necessary following the asbestos survey.
- 20.3. Where there is any doubt as to the presence of asbestos containing materials, an assumption will be that an asbestos hazard exists until proven otherwise.
- 20.4. Where specials containing materials have been identified on site, this will be clearly labelled in places to which pupils do not have access, therefore any staff member is advised to consult the asbestos management plan prior to pinning, drilling, or otherwise interfering with the fabric of the building.
- 20.5. Any contractor undertaking work on the fabric of the building must first consult the asbestos management plan, and sign to confirm this has been done.

## 21. Vehicle Movement, Driving, and Transporting Pupils

- 21.1. Redfield Edge Primary School will consider the risk of on / near site vehicle movement and undertake a risk assessment of these activities, and if required develop a traffic management plan.
- 21.2. The assessment must consider the risk to employees, pupils and others from traffic movement including deliveries, school buses, contractor's activities, refuse collections, public rights of way and similar.
- 21.3. Suitable measures to control the risk of vehicle movement must be put in place, this includes:
- Designated delivery times
  - Supervision
  - Markings and signage
  - Lighting
  - Effective communication
- 21.4. Drivers using their own vehicles for work must ensure that they are maintained in a roadworthy condition and are fully compliant with current road traffic legislation and has the appropriate Business Class insurance is in place
- The driver is responsible for the security of anything/ anyone being transported
  - Drivers are expected to drive in a safe and considerate manner at all times whilst on school business
  - Drivers should particularly note that the use of handheld mobile phones is not permitted whilst driving
- 21.5. When transporting pupils, the type of transport to be used will be dependent on the activity being undertaken, however may include:
- Use of employee vehicles (subject to the above stipulations)
  - Use of professional transport

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- Parental transport

## 21. Health and Safety Communications

- 22.1. Contractors and clients will be given a copy of this policy on request. All contractors working at Redfield Edge Primary School will be made aware of this policy and are expected to comply with the arrangements contained within it.
- 22.2. The HSE law poster 'what you need to know' is displayed on the school premises.
- 22.3. Employees will be advised of risks drawn to Redfield Edge Primary School's attention by other employers sharing a particular workplace.
- 22.4. Arrangements will be made for employees, and others, whose first language may not be English to be provided with health and safety information in a manner that is appropriate to ensure their understanding of any health and safety requirements.
- 22.5. See <http://www.hse.gov.uk/languages/>

In addition, Redfield Edge Primary School will use appropriate signage, pictures or written instruction to get a safety message or instruction across, using a buddy if necessary.

## 22. Sub-Contractor Procurement and Competence

- 23.1. Redfield Edge Primary School will endeavour to undertake reasonable checks to ensure that those employed on our behalf are suitable insured, knowledgeable and experienced in the tasks that they are going to undertake, prior to work commencing.

All lettings and clubs have service level agreements which are reviewed annually including relevant risk assessments.

This includes those persons engaged in:

- Equipment maintenance and servicing activities
- The training of our employees
- Afterschool activities

- 22.2 Any contractor engaged to undertake any work onsite must cooperate fully with the emergency procedures in place on the premises.

## 23. Wellbeing and Stress

- 24.1. The wellbeing of employees is an integral part of Redfield Edge Primary Schools health and safety responsibilities, and the school recognises its statutory duties, having a separate Staff Wellbeing Policy and Risk Assessment.
- 24.2. All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties.
- 24.3. Employees are encouraged to raise any concerns with the Headteacher or their line manager but also have access to a confidential counselling service.
- 24.4. Sickness absence or health concerns will be dealt with under the school's absence policy.

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24.5. For occupational health services Redfield Edge Primary School will:

- Consult with employees over the proposed arrangements for occupational health surveillance and for the need for affected employees to participate in these arrangements
- Inform affected employees of the health risks and of the health surveillance procedure
- Monitor any trends in exposure to all relevant employees by the use of a twice yearly staff wellbeing survey.
- Ensure that the person(s) carrying out the health surveillance procedure is competent to undertake the task
- Ensure that the results of the health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them
- Suitably action any recommendations made as result of health surveillance and, if necessary, review the associated risk assessment
- Treat an individual's health surveillance records as confidential information
- Ensure that health surveillance records are retained for statutory retention periods

## 25. Noise at Work

25.1. Noise in the workplace is subject to the Noise at Work Regulations. Where there are concerns over the levels of noise that an employee may be exposed too, an assessment will be carried out.

## 26. Work at Height

26.1. Work at height is defined as any place where, if precautions are not undertaken, a person could fall a distance liable to cause injury. This includes work:

- Above / below floor level
- Where you could fall through
  - o an opening
  - o from an edge
  - o through a fragile surface

25.1 Work at height is to be avoided wherever possible. Where this is not possible or practicable working at height is to be properly planned, organised and supervised.

26.2. Where work at height is required, a risk assessment will be undertaken to identify the tasks and activities associated with working at height and the control measures required, within the school environment work at height activities may include:

- Maintenance
- Decorating
- Putting up displays
- Accessing storage

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- 26.3. Where working at height cannot be avoided access equipment including stepladders, extension ladders, 'hop up's', scaffold and similar may be required.
- 26.4. Any employee required to work at height must have received the appropriate training.
- 26.5. They should only be used for light work and for a short period of time (maximum in one position of 30 minutes).

## 27. Lone Working

- 27.1. Redfield Edge Primary School seeks to avoid lone working, however, recognises that on occasion employees may be required to do so during the course of their work. Lone working may be defined as:
  - Working alone at the school
  - Working alone in different parts of the building
  - Working alone in the grounds of the school
- 27.2. Lone working may take place in, or out of school hours including during school holidays.
- 27.3. Lone workers may include site managers, Headteachers and staff, contractors, caretakers, key holders, contractors and cleaners.
- 27.4. Lone working will only be allowed after a risk assessment has been carried out to assess the nature of the work, the area in which lone working will be undertaken and the specific risks to the lone worker including:
  - That lone working is suitable for the task
  - That lone working is suitable for the person undertaking it
  - Access and egress
  - The school itself doesn't create any additional risk for the lone worker (e.g. its location)
  - Staff lone working are suitably trained and experienced
  - Ensuring effective communication is in place in an emergency
- 27.5. Lone working is not suitable for some high-risk activities including working in confined spaces, work at height, work involving live conductors, working where there is the potential for violence of aggression.
- 27.6. The control measures put in place will depend on the nature of the lone working activity, these may include:
  - Periodic checks and visits
  - Regular contact by telephone, e-mail or radio
  - Implementation of a buddy system
  - Lone working devices and alarms
  - Checks to ensure lone workers have returned to their home or base
  - Action to take in the event of an emergency requiring first aid or a lone worker isn't contactable
- 27.7. Where it is not possible for the work to be done safely by one person, arrangements will be made to provide back up and assistance.
- 27.8. All employees who work alone will be given instruction and training on recognising the risks, the precautions to be taken and the procedure for requesting assistance.
- 27.9. Lone workers must cooperate fully with the lone working procedures put in place.

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## 28. Legionella

- 28.1. Legionella risk assessment will be undertaken, and a water management plan for hot and cold water systems put in place.
- 28.2. If any risk is identified, Redfield Edge Primary School will ensure the right precautions are taken to reduce the risks of exposure to legionella to our employees, pupils and other persons.

## 29. Food Safety

- 29.1. Redfield Edge Primary School accepts its legal duty to comply with the provisions of The Food Safety Act 1990 and Regulations made thereunder, the General Food Law Regulation 2004 and Food Safety and Hygiene (England) Regulations 2013, and all other subsequent or relevant legislation made under the Act.
- 29.2. Where catering provision is provided by a third party, Redfield Edge Primary School will undertake reasonable checks to ensure food safety, this includes procurement, delivery, storage, preparation and service.
- 29.3. Where food activities form part of the school curriculum, the hazards associated with these activities (including hot items, electrical appliances, kitchen hygiene, food contamination, allergies, and the use of sharp objects), will be assessed and the appropriate controls put in place.
- 29.4. Redfield Edge Primary School will ensure that suitable arrangements are in place for any pupil or staff member with food allergies, ensuring that where required these are brought to the attention of others.

## 30. Violence to Staff

- 30.1. The school will ensure there are procedures in place to inform staff on how to minimise risk from assault.
- 30.2. Where there is a foreseeable risk of violence or aggression, Redfield Edge Primary School will identify:
  - How to identify threats to employees at an early stage
  - The process for effective risk assessment of violence and aggression
  - The implementation of required control measures
  - Training and support considerations.

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- 30.3. Incident forms must be completed for an incidence of violent, threatening, or intimidating behaviour towards staff.

## **31. Security**

- 31.1. There is a separate security risk assessment for the school site which is regularly reviewed and updated, particularly following any security incidents.
- 31.2. The control measures identified on the security risk assessment will be implemented and checked for effectiveness. Management of school security is overseen by the Headteacher.

## **32. Slips and Trips**

- 32.1. Redfield Edge Primary School recognises that slips, trips and falls are a significant cause of accidents.
- 32.2. All school staff have a responsibility to ensure they are vigilant and report or remove possible slip and trip hazards.
- 32.3. The school will ensure that there is an effective reporting procedure in place so that identified hazards are resolved promptly by a designated individual.

## **33. Emergencies**

- 33.1. The school will put in place a critical incident policy, and arrangements for crisis and emergency management to reduce the consequences of major hazards and risks and to action a disaster recovery plan in the event of a serious incident or accident.
- 33.2. School emergency procedures/plan, including contact details, will be accessible off-site and out of hours and are kept by the Headteacher, SCHOOL BUSINESS MANAGER, SLT and Chair of Governors.

## **34. School Trips and Off-site Visits**

- 34.1. The school undertakes a variety of off-site visits and management arrangements are described in the school's Educational Visits Policy. All are given a specific risk assessment and are authorised by the Headteacher.

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- 34.2. The school recognises that duties under the Health and Safety at Work etc Act 1974 apply to the risk management of school trips, and that the employer has the overall legal responsibility and accountability for the health, safety and welfare for the school staff, and for the health and safety of pupils, visitors and volunteers.
- 34.3. The school has appointed a competent Educational Visits Coordinator (EVC) to oversee the safety management of off-site visits and uses the resources of the Outdoor Education Advisers Panel (OEAP) for supporting advice and information.
- 34.4. Where the off-site visit involves an “adventure activity” (climbing, trekking, caving, water sports) in the UK the school will ensure that the provider is licensed by the Adventure Activities Licensing Authority (AALA). The school will also, where appropriate use providers with the Council for Learning Outside the Classroom (LoTC) Quality Badge which recognises providers who offer good quality learning outside the classroom and manage risk effectively.

## SPECIFIC ARRANGEMENTS

### 35. Art

- 35.1. The main hazards for art activities involve the substances used, and the school will include them in the school’s hazardous substances risk assessment where appropriate.
- 35.2. Substances selected, particularly solvents and adhesives, will be suitable for intended use and age of pupils, particular attention should be given to the type of adhesives and solvents used.
- 35.3. Pupils will be provided with protective aprons etc to prevent damage to clothing where necessary. The guidance available from CLEAPSS will be followed.

### 36. Play Equipment

- 36.1. All play equipment provided by the school is subject to an ongoing inspection and maintenance programme to ensure that it is fit for purpose.
- 36.2. If condition checks indicate defects, then the equipment may be taken out of use while repaired or, if beyond economic repair, removed.
- 36.3. Accidents and incidents relating to play equipment will be monitored and, if the use of a particular item of play equipment is linked to repeated accidents, then its suitability will be reviewed.

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## **37. Pottery**

- 37.1. The school has risk assessed the hazards associated with pottery activities including creation of dust and surface cross contamination. The school will ensure that identified control measures are in place and follow the guidance available from CLEAPSS.

## **38. Science**

- 38.1. The school has risk assessed the hazards associated with science activities using the guidance from CLEAPSS and ASE as described in the publication "Be Safe". The school will ensure that identified control measures are in place.

## **39. Sport and PE**

- 39.1. The school has risk assessed the hazards associated with sport and PE activities and follows the guidance contained in "Safe Practice in Physical Education" produced by the Association for Physical Education (AfPE). Sports equipment is inspected and maintained annually by a competent contractor.

## **40. Swimming**

- 40.1. The school has risk assessed the hazards associated with swimming and follows the guidance contained in "Safe Practice in Physical Education" produced by the Association for Physical Education (AfPE). The school will ensure that identified control measures are in place.

## **41. Technology**

- 41.1. The school follows the guidance for safe practice in technology contained in "Make It Safe" produced by the National Association of Advisers and Inspectors in Design and Technology (NAAIDT), and guidance available via CLEAPSS.

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