

# **Health and Safety Policy**

(Incorporates the school's policy on first aid)

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**Signed:** Natasza Hughes – Head of School

**Signed:** Sue Lau – Proprietor

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- **Introduction**

The Senior Leadership Team of this school is committed to ensuring the highest standards of care for their staff, pupils, visitors and others who work on behalf of the school. We believe that an excellent school is by definition a safe school. Since we are committed to excellence, it follows that minimizing the risks posed by our activities is inseparable from all our other objectives. We plan to achieve our goals by developing, implementing and maintaining our school's health and safety management system.

**The senior leadership team is committed to:**

- The continual improvement of our health and safety performance
- Complying with all our legal and other regulatory requirements

We will achieve our key objectives through:

- **Hazard identification, risk assessment and risk control** – ensuring that our current

- and future health and safety risks that impact on our school are managed effectively
- **Involvement of people** – ensuring the involvement of all staff in the success of the school is achieved, and that people’s knowledge and skills are developed to meet their own needs and the needs of Myles Academy.
- **Effective school leadership** – ensuring that all key activities are identified and managed
- **Supplier relationships** – ensuring that we manage the selection and performance of all our service providers

This policy is communicated to all persons working on behalf of this school and is subject to regular review. A copy of our health and safety policy is available to interested parties on request.

The safety arrangements set out below are for the information, guidance and compliance of all people at Myles Academy. Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and business activity. Under the Health and Safety at Work etc. Act 1974 (HSWA), the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and common law, employers and employees have a duty of care to the children in their keeping in their care.

In carrying out their normal functions, it is the duty of all staff to: so far as is reasonably practicable, prevent injury to individuals. This will be achieved by adoption of arrangements and procedures developed out of risk assessment for the proportionate control of risk. More specific arrangements are set out below and will be amended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate with the proprietors in fulfilling the objectives of Myles Academy and a personal responsibility to take reasonable care to ensure that their actions do not cause harm or injury to themselves and to others. Employees are required to observe policies, special rules, risk assessments and safe methods that apply to their own work and to report hazards discovered by them to their head of faculty or area. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

For general guidance on health and safety in education use this link: HSE Education page <http://www.hse.gov.uk/services/education/index.htm>

**The objectives of Myles Academy health and safety policy are:**

- Develop a positive Health and Safety culture among the staff and pupils of the school.
- Promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, its subordinate regulations, other statutory instruments and approved codes of practice.
- Paying due regard to current DFE guidance: Health and Safety: Advice on Legal Duties and Powers
- Ensure all the school facilities meet or exceed the current Independent School Standards applicable to the setting.
- Ensure that a suitable and sufficient assessment of risks has been carried out and where required proportionate and adequate control measures are put into place to reduce those risks as far as is reasonably practicable.
- Ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 of this policy.
- Protect personnel, whether they be employees, children, members of the general public, visiting schools, contractors and their employees from any foreseeable hazards.

- Ensure adequate training, instruction, supervision and information is given to all employees and contractors in order that they may work in safety so far as it is reasonable and practicable to do so.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- Ensure that awareness with regard to all aspects of safety is fostered by employees.
- Ensure all staff are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety.
- Ensure that full and effective consultation with staff and stakeholders on all matters is encouraged.

- Responsibilities of individuals within the Company

Proprietor

**The Proprietor oversees the management and operations of Myles Academy, and has direct responsibility for the development of policy and management of all settings. The proprietors will audit all schools on termly basis against various legislative criteria with Health and Safety forming part of the process.**

Head Teacher

**Has delegated responsibility for health and safety at Myles Academy. Has responsibility for ensuring as far as reasonably practicable the implementation of the school's Health and Safety and associated policies. Whilst having overall responsibility for Health and Safety they will delegate various duties to named staff as detailed in appendix 1. In addition, they will have oversight over any Offsite Visits organized by school staff and will have final sign off authority for all visits in line with the settings Offsite Visits Policy.**

Deputy Head

**The Deputy Head will take day to day responsibility for health and safety ensuring policy and procedure is followed in all curriculum areas. They will deputise for the Head of School during periods of absence.**

Key Workers

**Have responsibility for welfare, health and safety matters concerning children outside curriculum areas. They will follow the relevant policies and procedures relating to health and safety and will ensure a dialogue is maintained with carers and parents of the children in our school. In particular ensuring information relating to the health, safety and welfare of our children is kept up to date.**

Site Manager

**Has day to day responsibility for health & safety and property issues and ensures that the school is meeting its obligations in relation to the NMS, fire, asbestos, legionella and current safety legislation. They will undertake Health and Safety Policy weekly checks to ensure safety standards and the condition of the premises meet the required standards taking appropriate action to rectify failings, as such they are to bring to the attention of their manager any significant safety issues or serious failings, if for any reason these issues cannot be resolved in setting, they must notify the Headteacher and Proprietors as matter of urgency. In addition, they will ensure all contractors engaged by the school meet the company H&S and safeguarding controls. They will liaise with the Head Teacher and Deputy Head to ensure where possible operational activities are worked around the school day.**

## Staff

**All staff have a duty to themselves and to others affected by their work with regards to health and safety. In addition, they are required to cooperate with the employer by following policy, training, adhering to task, risk assessments and safe systems of work to enable them to discharge their legal duties under health and safety legislation. They are to report any serious concerns or failings to their Line Manager for investigation, in addition alerting the site maintenance team to day-to-day issues via the site reporting book.**

## Children

All children at Myles Academy have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other children, staff and members of the public. This includes observing and cooperating with all reasonable guidance and support associated with promoting and maintaining standards of health and safety both on and off-site; and not to wilfully misuse, neglect or interfere with things provided for their safety such as fire extinguishers and alarm systems.

## Visitors

All visitors to Myles Academy premises have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, children, staff, contractors, and members of the public. They are required to cooperate with supervisors, line managers, safety representatives and the HSEM, and to adhere to safety guidance given in helping to maintain standards of health and safety within the company and specific setting.

## Contractors

It is the responsibility of all contractors and their employees to read and comply with Myles Academy Health and Safety Policy. Contractors will be vetted in accordance with the Myles Academy Safeguarding and Child Protection Policy' to ensure that they meet safeguarding and safety criteria in all instances.

## Internal and External Communication

The school senior leadership team ensure that relevant health and safety information is communicated to all employees and other interested parties. In addition to this we encourage all employees to report to us health and safety issues that could affect themselves and others. The main ways of communicating health and safety issues in this school are through staff meetings, school safety committees, notice boards and through letters to other interested parties.

- **Health and safety assistance**

Health and Safety Officer (HSO) - Designated Manager (Health and Safety)

First-Aider - In school

Fire Safety - Designated Manager (Fire Safety)

The school recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

- **Safety arrangements**

**The safety arrangements set out below are for the information, guidance and compliance of all staff at Myles Academy. Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and business activity.**

**Under the Health and Safety at Work etc. Act 1974 (HSWA), the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and common law, employers and employees have a duty of care to the children in their keeping in their care. In carrying out their normal functions, it is the duty of all staff to: so far as is reasonably practicable prevent injury to individuals. This will be achieved by adoption of arrangements and procedures developed out of risk assessment for the proportionate control of risk. More specific arrangements are set out below and will be amended from time to time as necessary to address new risks.**

**All personnel have a statutory duty to co-operate with the proprietors in fulfilling the objectives of Myles Academy and a personal responsibility to take reasonable care to ensure that their actions do not cause harm or injury to themselves and to others. Employees are required to observe policies, special rules, risk assessments and safe methods that apply to their own work and to report hazards discovered by them to their head of faculty or area.**

**No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety. For general guidance on health and safety in education use this link: HSE Education page <http://www.hse.gov.uk/services/education/index.htm>**

- Health and Safety Training and Awareness

It is the responsibility of the Head Teacher to ensure that adequate resources are made available to ensure all employees are competent to perform the tasks required of them. To this end, the senior leadership team have developed a training matrix and plan that is based around the Acorn Education and Care current approved training matrix. Training needs are addressed accordingly.

Records of all training are maintained.

#### 6.Measuring Health and Safety Performance

We have developed procedures to measure our health and safety performance through a combination of methods. Our main methods of measurement are:

- Informal, monitoring by all staff for any hazards and concerns
- Periodic monitoring by key staff using basic checklists
- Annual self-audit carried out by our senior leadership team
- Biannual school audit by Health and Safety Lead

Our school senior leadership team are responsible for addressing any areas of weakness and ensuring corrective actions are put in place

#### 7.Risk assessment

This section of the Health and Safety Policy supports the school's separate policy on risk assessment and the subsequent control of such risks. The Head Teacher has overall responsibility for ensuring suitable and sufficient risk assessments are drawn up and reviewed. In addition, they will ensure that identified risks are proportionately and effectively managed.

The Head will appoint a competent person/s (Health and Safety Lead) to oversee risk management in the setting who will work alongside the Head to ensure that the required risk assessments are in place and are adequately reviewed. The competent person or persons will ensure that all risk assessments required for the site, buildings and work tasks undertaken by staff and children at Myles Academy are conducted in accordance with requirements.

Risk assessments will be created using the company risk assessment templates and the significant findings of such assessments will be communicated to the staff affected. In addition, the setting will keep an indexed master file of current signed risk assessments as a reference point for staff.

Pupil risk assessments and supporting Behaviour Management Plan's for specific children will remain in their own files to ensure confidentiality is maintained. The company has adopted a common form of assessment for buildings and tasks along with a specific process for the assessment of offsite activities in order to have continuity in process across the organisation. These forms and advice on their use can be obtained from the competent persons on site. The Head will periodically review all risk assessments held for Myles Academy and will advise on their suitability as required.

Risk assessment is an on-going procedure requiring due diligence on the part of staff undertaking them, regular review and where necessary, revision. Unless a different period of review is specified, risk assessments should be reviewed annually. Risk assessments should also be reviewed whenever new substances, equipment, staff or children are introduced into the setting or when procedures and premises are altered. Revisions may also be necessary where monitoring procedures indicate that control measures are not working properly.

**The Head Teacher along with their staff, are responsible for ensuring that consideration is given to the identification of all reasonably foreseeable risks that might occur from carrying out their activities. Having identified all reasonably foreseeable risks, they must ensure that the effects of such risks are either eliminated or managed appropriately and proportionately to the risk posed. The setting also recognises its responsibilities to new and expectant mothers along with children engaged in work activities or work experience. In all cases the appropriate risk assessments will be carried out alongside such persons with suitable control measure being put in place.**

**Myles Academy has identified the following areas where higher risks may be present:**

- **Physical Education**
- **Art**
- **Science**
- **Behaviour management and placement assessments**
- **Offsite Visits**
- **Work experience**
- **Catering**
- **Cleaning**
- **Maintenance activities**

**In each of these areas, responsible staff are authorised to seek specialist advice in conjunction with the H&S Policy.**

### 8. Management of Subcontractors

We recognise that the selection and use of subcontractors in our school is an important issue for us. Within this category we also include service providers such as those who provide curricular support.

We will keep a current register of all sub-contractors who work on our behalf. All our sub-contractors will be subject to periodic review.

## **9. Display screen equipment (DSE)**

All PC's, laptops and communication devices are classed as DSE. Any workstation provided on site must meet the requirements laid out in the DSE regulations. HSE guidance on DSE issues can be found at the following: Display Screen Equipment (DSE) <http://www.hse.gov.uk/msd/dse/index.htm>

### **Definition of habitual users**

The following factors are those that should be considered to help establish whether a person is defined as a user by the Regulations:

- Can the job not be done without DSE?
- Does the worker have no discretion over whether to use DSE?
- Does the task require significant training or special skills?
- Is DSE used for periods of an hour or more at a time, and more or less on a daily basis?
- Does the task depend upon the fast transfer of information between the worker and screen?
- Are attention and concentration demand high?

If most or all of these questions are answered in the affirmative, the person is a 'user' or 'operator' of DSE for the purposes of the law.

### **Workstation Assessment**

Myles Academy will arrange for workstation assessments to be carried out using the company DSE assessment sheet. At Myles Academy the Head Teacher will ensure suitable arrangements for DSE assessment and provision are in place. The school is committed to acting on the findings of such assessments and to being proactive in meeting the requirements of the DSE regulations.

## **10. Work equipment**

The proprietor acknowledges their obligations under the Provision and Use of Work Equipment Regulations (PUWER 98) and the Electricity at Work Regulations. These apply to the purchase, sale and use of all equipment at Myles Academy. Guidance on these can be obtained from the HSEM. Company procurement policies must take these regulations into account. Information on PUWER can be found following this link to the HSE: Short guide to PUWER <http://www.hse.gov.uk/pubns/indg291.pdf> In accordance with the Electricity at Work Regulations 1989 all portable electrical equipment (equipment powered via 3 pin plug) in use on Myles Academy property will be subject to a suitable scheme of inspection. For equipment owned by Myles Academy and its staff, an inspection and testing process will be carried out as follows: Class I and Class II (Double insulated) and will be subject to visual and portable appliance testing (PAT) before coming into use and at set periods thereafter, the results will be held on a central register of testing in the school office. All inspected and tested equipment should be marked to indicate it is in test. The period of test is determined by



equipment type and use. The following table can be used as a guideline to determine test intervals:

<b>Equipment type</b>	<b>Period of test</b>
Double insulated (Class II) items: Phone chargers etc.	PAT and visual inspection 6-12 months
PC's, televisions, photocopiers, fridges and freezers	3 Yearly
Portable equipment in daily use such as fan heaters, fans, irons, food mixers	Annually
Vacuum cleaners, maintenance power tools	3 – 6 months (visual) + annual PAT

Electrical equipment belonging to children should be visually inspected whenever it is brought onto site. Details of the inspection will be recorded in the central register every half term. Staff will follow the procedures and practice in the company guidance on electrical equipment inspection when checking a child's property. Staff must declare all new and personal electrical equipment brought onto site. Failure to follow this policy will result in the equipment being put out of use. Information on portable appliance testing can be found on the HSE website: <http://www.hse.gov.uk/pubns/indg236.pdf>

### **11. Hazardous substances**

When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are in place to prevent injury to health. Adequate precautions should follow the COSHH (Control of Substances Hazardous to Health) hierarchy of control:

- Substitute
- Isolate process
- Use engineering controls
- Limit exposure
- Use PPE
- Supervision and training

No new materials or chemical substances are to be brought into use unless an assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out; identified measures are in place and clearance given for use by the H&S officer. The H&S officer will provide guidance and assistance on the production of COSHH risk assessments using the company's COSHH assessment template. The school must hold a safety data sheet (not more than 2 years old) for each substance in use.

**Where a product carries any of these symbols indicating an elevated risk, the assessment process must include specific information on how and where they will be securely stored. This includes in classrooms during lesson when it will be used, how access will be managed and the processes for its use.**

The Material Safety Data Sheets (MSDS) along with the relevant COSHH assessment will be held in a clearly marked file in the administration office and the MSDS along with safe working practice information will be held at the point of use.

## **12. Data security**

All staff have a duty to prevent sensitive and confidential data from becoming public. Staff are required to follow Myles Academy's policies, procedures and guidance on confidentiality, data protection and e-safety.

## **13. Accidents, Incidents, Near Misses and Safety Concerns**

We have procedures for the reporting and investigation of accidents, incidents and other health and safety concerns. The main purpose of this is to prevent any recurrence.

Accidents and incidents are reported to the school senior leadership team. We also encourage all employees, pupils and visitors to report health and safety related concerns so that we can consider them in terms of accident prevention. In all cases, the accident book must be completed no matter how minor including any investigation documentation.

The Head Teacher shall be responsible for the completion of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) reports.

For further information please see the HSE guidance for Incident reporting at school (accident, diseases and dangerous occurrences): <https://www.hse.gov.uk/pubns/edis1.pdf>

## **14. Arrangements for the supervision of pupils**

Myles Academy has established clear routines in relation to the supervision of children and senior staff are responsible for ensuring these expectations are clearly communicated and adopted by all professional staff with supervisory responsibilities.

The arrangements for the supervision of pupils at Myles Academy are as follows:

Morning Preschool: On arrival at school staff will escort pupils from their transport to the dining room for breakfast under the supervision of duty staff.

Break time: Pupils will take their break in the dining room under the supervision of duty staff.

Lunch time: pupils will take lunch and then leisure activities under the supervision of duty staff in the dining room.

End of school day: pupils requiring transport to and from school will be released into the care of transport escorts when transport arrives at the school. At no time are pupils allowed unsupervised time outside the school buildings during the school day.

## **15. Emergency procedures**

Emergency procedures are designed to give warning of imminent danger and to allow all personnel to move to a place of safety. The Head Teacher is responsible for ensuring that all Children and young people, staff and visitors within the home are informed of, and are fully conversant with, emergency procedures.

Fire wardens will be appointed for each area to assist with an evacuation. They will be given adequate instruction and training to ensure effectiveness.

## **16. Offsite activities**

It is the belief of the proprietors that all staff should be encouraged to organise and take the children in our care on off-site visits, and requires employees to follow the guidance on offsite visits as set out by the Outdoor Education Advisers Panel and the HSE along with the Myles Academy Offsite Visits Policy. All off sites visits must be discussed with the HSO as part of the planning process to ensure they are covered as part of the current insurance provision. The insurance market has been impacted by the COVID-19 Pandemic so general policies have more exclusions and restrictions and greater range of activities are viewed as specialisms requiring delivery under professional memberships and qualification auspices. For more information on off-site visits use the following links:

National Guidance | Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom <http://oeapng.info/> HSE School Trips <http://www.hse.gov.uk/services/education/school-trips.htm>

The HSO is responsible for co-ordinating health and safety matters in relation to offsite visits conducted by Myles Academy. The HSO will act as Educational Visits Coordinator for Myles Academy. All staff must follow Myles Academy's Offsite Visits policy and use the visit assessment process detailed therein. The Head teacher has delegated responsibility for authorising visits.

All staff are reminded that they are required to follow the Myles Academy Driving Policy when taking part on offsite visits or when driving on company business. Staff using their own vehicle on official Myles Academy business must ensure that their insurance policy covers their vehicle for the intended use and that their vehicle is roadworthy, fit for its purpose and continues to have a current MOT Certificate (where appropriate).

## **17. First aid, accidents and illness**

This section of the H&S policy forms the school's written first aid policy. The proprietors acknowledge their duties under the First Aid at Work Regulations to its employees and its common law duties of care to visitors and children in its care. The responsible person for the school has been charged with maintaining adequate first aid cover during the operating hours of the site by:

- Ensuring a suitable number of full and emergency first aid trained staff are available at all times the setting is operational (this should include the provision of first aid on Offsite Visits)
- Ensuring relevant staff receive appropriate training in the treatment and procedures associated with potential injuries connected with specific hazards identified in teaching subjects.
- Liaising with the training manager to ensure that first aid training is kept up (refreshed every 3 years) to date via the schools approved first aid training provider and the training matrix is similarly updated.
- Ensuring staff, visitors and children are aware of how to summon first aid assistance and who is able to provide that assistance. A notice detailing trained staff will be posted in the office, staff area and other communal areas around the school.
- Ensuring a sufficient number of suitably stocked first aid kits are available across the site (HSE 10-20 person) including company vehicles.
- Monthly checks and restock of site first aid kits (including sign off monthly check).
- Ensuring that PE staff have access to first aid kits when leading sporting activities in setting

or at away fixtures.

- Ensuring a suitable equipped room is available at all times for the treatment of children, staff and visitors and that the room remains in a clean and serviceable condition at all times the school is open.

### **Management of suspected fractures**

In all cases where a fracture is suspected the casualty must be sent to A&E without delay. When treating a child or member of staff for a suspected fracture, a dose of paracetamol can be administered to assist with the pain management (providing consent to administer has been obtained from the legal guardian of the child). This can only be carried out by staff that have undergone administration of medicines training or on the advice of medical professionals contacted in relation to the incident. All doses must be recorded and details sent with the casualty to hospital.

### **Taking staff and children to hospital**

When a child or member of staff is injured beyond the ability of the school first aider to treat the injury, or they exhibit signs of serious illness, they should be sent to hospital. Depending on the severity of the situation this may be by ambulance or school vehicle. An ambulance must always be called for:

- suspected fractures to the leg, neck and back;
- head injuries resulting in loss of consciousness;
- strangulation events;
- medical shock;
- cardiac problems; or
- severe breathing difficulties.

Hospital attendance is also required for:

- suspected overdoses
- severe cuts
- ongoing medical issues related to the above

In all cases, the final decision on the need for further medical assistance will be made by the school qualified first aider. Whenever a child is taken to hospital a suitable member of staff must accompany them and be in a position to give consent or contact the legal guardian for consent in relation to medical treatment.

### **Offsite visits**

First aiders on offsite visits will have the same duty of care as if they were in setting. Whilst on the visit they will carry their first aid kit and attend to the needs of injured and ill students as required or back up the venues first aid staff if they are present. They will ensure that the visit leader has information regarding treatment by themselves or a third party for inclusion in the trip return or RIDDOR report.

### **Medical conditions**

Where a school has staff or children requiring specific medical intervention for illnesses such as anaphylaxis, diabetes, epilepsy and asthma, all first aid staff should be trained on how to deal with these conditions and to administer medications required. All staff caring for or teaching these particular children should know about their conditions and the actions to be taken in the event of an emergency. In all such cases prior consent to administer such medicines must have been obtained in writing from the parent or legal guardian as per the Myles Academy administration of medicines policy which is a subset of this policy.

### **Head injury**

Where a child or member of staff suffers a suspected head injury the following procedures will be followed. Where there is obvious injury or ill effects the casualty will be sent directly to hospital for examination and treatment. In cases where a blow to the head has been sustained but no apparent injury or symptoms are displayed, the casualty will be issued with a head injury card advising staff/parents/legal guardians to keep the person under observation and to seek medical help if any of the symptoms detailed on the card are exhibited.

### **Illness**

The first aid room will be provided with a couch or day bed for use by children and staff to rest if taken ill during the school day. Where a child is diagnosed with an infectious illness, they should be isolated in the first instance and as soon as possible be sent home to recover with parents or guardians. Staff involved in the care of these persons should follow the infection control procedures below.

### **Infection control**

Spillages of blood and body fluids should be dealt with as soon as possible. The HSO will ensure that spill kits are available for use when dealing with body fluids. These will contain disposable gloves, disposable aprons and suitable disinfectant/absorbent media. In line with infection control practices surfaces which may have been contaminated with blood or body fluids should be wiped down with a suitable disinfectant spray. Disposal of Waste Disposable items, including gloves, which have been soiled with blood or body fluids should be sealed in a clinical waste bag and disposed of in a sanitary bin or specific medical waste yellow bin. Non-disposable items which have been soiled with blood or body fluids (for example clothing or towels) should be sluiced and washed in a washing machine at 60°C (degrees centigrade). If it is property belonging to a child the items should be placed in a plastic bag and then tied up for transport home with the child.

## **18. Fire and other emergencies**

The proprietors request the Head Teacher of Myles Academy to ensure that where practicable all users of the school are aware of the procedures for fire and other emergencies. The company is committed to following best practice in respect of fire safety and ensure company policy for fire risk management follows current legislation. Further guidance to legislation in respect of schools is available via the following link:

Guide to fire risk assessment in educational premises <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

The company have engaged a specialist fire consultant to carry out a fire risk assessment for Myles Academy. The assessment for the school will be passed to the Head Teacher and the company HSO who has responsibility for ensuring remedial works outlined in the assessment are carried out and safe systems of operation are maintained.

The fire risk assessments will be updated on an annual basis by the HSO. Fire action notices are displayed in all classrooms, offices and public areas at Myles Academy with evacuation plans where required.

Action to be taken in a fire forms part of staff and children inductions, this process will be recorded in the site fire log book.

Best practice indicates that a minimum of 3 fire drills should be carried out on an annual basis. With the first one announced to all building users and following drills run blind. A further drill/fire process familiarisation should be carried out and recorded within a week of any new child starting to attend the school.

The Myles Academy fire log book will be kept in reception and laid out as proscribed by the HSO. This will contain the fire risk assessment and actions log, fire drill record, location of fire equipment, location of fire alarm points, equipment inspection and service records, details of training and details of alarm activations. The school will appoint a fire marshal and deputy who will liaise with the senior management team and HSO in respect of emergency procedures.

The company believes that all staff have a responsibility for fire safety and as such fire safety awareness training will be given to all Myles Academy staff. Where risk assessment indicates the use of fire marshals is required suitable enhanced training will be arranged for the relevant staff. The proprietors also acknowledge their requirement to put in place plans for serious and imminent danger as required by the Management of Health and Safety at Work Regulations (MHSWR 99). To meet this requirement, the group HSO will coordinate the creation and update of the Myles Academy's Critical Incident Plan. (The document contains the operational plans for security issues including bomb threat, water and gas leaks, electrical outages and death on site). This plan will be treated as a live document and will be updated on an ongoing basis, it will be reviewed termly at audit and by the school's HSO.

### **19. Smoking**

In line with legislation, smoking is prohibited in all buildings and vehicles owned by Myles Academy with the required warning signs displayed. School staff are encouraged to seek assistance in stopping smoking and are strictly forbidden to smoke or vape on any part of the school site. Myles Academy recognises smoking is a serious health issue and that nicotine addiction is a significant issue for many of our children. The setting will offer all children access to approved smoking cessation programs and will support them in managing their addiction. Details of the school's policy is outlined in Myles Academy Drugs, Alcohol and Tobacco Policy.

### **20. Working at height**

The responsible person for the site will ensure that regular inspections of ladders are carried out and take action as required. Records of all ladders on site and their inspections will be held in the site ladder register. As per the Work at Height regulations 2005 all work at height will be risk assessed and staff in roles identified as requiring work at height will be trained in the use of the required access equipment where other safe systems of work cannot be used. In most cases this will be in house training on the safe use of ladders. Job descriptions will identify such posts and the specific training required. Staff without training should not attempt such tasks. All staff are reminded that work at height must only be carried out using approved means. On no account should staff improvise or use tables or chairs as a means of working at height.

HSE guidance on the use of ladders and work at height can be found at: Falls from height – health and safety in the workplace <http://www.hse.gov.uk/falls/index.htm>

Access to roof areas is subject to permit to work and clearance for this must be sought from the responsible person for the site under a permit to work. Training must have been undertaken in the use of the installed fall protection equipment where it exists.

### **21. Personal protective equipment (PPE)**

The need for PPE will be identified from risk assessment and the hierarchy of control. Where identified it will be provided free of charge to employees. Training on its use, storage and maintenance will be given. Employees identified as requiring PPE must use it for the tasks identified. PPE will be replaced free of charge when damaged or when it passes its marked expiry date. Records will be kept for any equipment requiring periodic inspection.

### **22. Manual handling (MH)**

Manual handling training will be given to staff identified as being at risk as identified in their job descriptions. Where possible MH will be avoided by the use of mechanical aids and the breaking down of loads. Where required a manual handling assessment will be carried out to identify remedial actions required. Further guidance can be obtained from the HSEM and by following HSE guidance at:

Musculoskeletal Disorders – health and safety in the workplace <http://www.hse.gov.uk/msd/index.htm>

### **23. Housekeeping and premises**

The proprietors acknowledge their duty to maintain the school buildings to the standards set out in the ISS, NMS and the Welfare Regulations. Cleanliness, waste disposal, safe stacking and storage, marking and keeping clear gangways, exits etc., checking equipment such as ladders, special access to particular places are all the responsibility of the maintenance and housekeeping teams in each setting. Each setting will carry out a weekly check of the site in respect of safety critical issues and record the inspection on the record of weekly inspection form. This responsibility will normally sit with the site manager. The storage and safe stacking of materials in departmental areas is the responsibility of all members of the department.

The school aims to provide an adequate provision of toilets for staff and pupils and seeks to maintain them in a good condition. Defects in heating, lighting, ventilation etc. should be reported to the Maintenance Manager. Building defects and matters of concern should be recorded in the maintenance book in the administration office and in cases where a clear and present danger exists issues should be reported immediately and directly to the head of department or line manager.

The site will be assessed by the HSO in relation to environmental safety, traffic management and segregation of persons from traffic risks. Measures will be put in place to ensure the risks from traffic movements to persons will be reduced as far as reasonably practicable.

### **24. Personal footwear and clothing**

As in any public building or space, we may encounter hazards such as slips and trips or impact injuries from opening doors as we move around our site. Whilst the school would not want to be prescriptive about the choice of footwear for these general circumstances,

colleagues should be mindful of these general everyday hazards when considering footwear choices. As in all such matters colleagues are reminded that as employees, they have a common law and legal duty to take reasonable care of themselves and others as regards health and safety. Where it is stated that PPE is to be used its use is mandatory. Certain work locations and duties will present hazards beyond the everyday ones. Risk assessment may lead to employees having to consider their type of footwear and clothing selection to ensure that it is sensible in that it gives adequate protection against the risks identified in that working environment. Clothing should be suitable for work in that it allows the employees free movement to engage in specific tasks and does not pose significant risk to the wearer or those they engage with. In some specific work locations, there are more identifiable and specific risks from manual handling of heavy goods or hazardous materials that present a direct risk. In these circumstances, the risk assessment should highlight whether protective footwear should be supplied to be worn at all times or for specific duties.

## **25. Legionella**

The proprietors recognise their duties under COSHH to prevent the growth of legionella in its water systems and its requirement to follow the guidance set out in 'Legionnaires' disease. The control of legionella bacteria in water systems: Approved Code of Practice and Guidance' (L8).

To this end the company has commissioned legionella risk assessments for Myles Academy and has implemented a control and monitoring regime based on the use of temperature to prevent growth of Legionella Bacteria. All actions and controls in relation to Legionella are recorded in the site Legionella Log Book. The HSO is the overall responsible person. The policy for control of Legionella at Myles Academy can be found in the relevant site log book. In line with the NMS for independent schools all outlets will be labelled to indicate any scald risks and the drinkability of the water supply. Where required thermal mixing valves will be installed and children will be shown how to mix water of a suitable temperature as part of their PHSE.

## **26. Physical interventions**

The school acknowledges that due to the nature of the children placed in our care there may be times where restrictive physical intervention is required to prevent the child causing harm to them self or other persons. Staff who may be required to undertake RPI will receive full training in line with current best practice. No member of staff will undertake RPI unless they have current training except where a person is in clear and present danger. Risk assessments and experience indicate there are heightened risks to children and staff involved in RPI incidents. These risks can be ameliorated by staff following guidance on de-escalation techniques, colleague support and the use of the correct dress code as outlined in the RPI training.

Staff who are likely to carry out RPI are expected to follow this guidance. Failure to follow this instruction may lead to disciplinary action due to the risk posed to the child being restrained. For staff likely to be involved in an RPI they must consider if the clothing, footwear, watches and jewellery they wear would pose a risk during an RPI.

The company also recognises that there are risks to staff during RPI from biting. As a result, the company reminds all staff of their duty to ensure that vaccinations for tetanus are up to date. For staff concerned about the risk of contracting Hepatitis B, the company will arrange



for vaccinations to be given. Arrangements for this can be organised by a designated member of the administration team. All school first aiders will follow best practice in treating bites and concerned staff are advised to seek immediate medical advice if bitten. Best practice guidance on bites can be found at the following link; <http://medical.cdn.patient.co.uk/pdf/4820.pdf>

### **27. Dogs and school pets**

Myles Academy recognise the therapeutic benefit of the keeping of pets and the use of school dogs to help regulate behaviour and for therapeutic benefits. To this end only dogs that have successfully completed Therapy training and vetting process will be allowed on School Site and then only for specific therapeutic purposes. Where dogs are brought onto site by their owners, there are strict conditions that need to be in place. The owner of the dog remains responsible for it at all times and must ensure there is adequate PL insurance in place to cover any incident relating to the dog. In addition, there must be a specific risk assessment in place and the dog must have up to date immunisations, flea and worm treatments. The dog may only be brought onto site with the written permission of the Head or in the case of the Head's own dog the Proprietor. The keeping of pets is subject to suitable risk assessments and facilities being in place along with care arrangements that look to the welfare of the animals and children alike.

### **28. Coronavirus Covid-19**

Myles Academy understands the prevalence and impact of Coronavirus virus has necessitated its consideration and the development of responses in Health and Safety planning and risk assessment. To meet the requirements of the COVID-19 Secure Guidance, Myles Academy have developed a policy that clarifies the organisations position and the expected actions and responses.

- **Employee involvement in policy making**

The Health and Safety Commission has stated in the Statement on Worker Involvement and Consultation that “an organisation's greatest asset is its workforce. Employees are often best able to spot issues and bring about real improvements. We need to expand the base of employee involvement in health and safety management to cover the whole workforce”.

Where a policy has the approval of the workforce, it is more likely to be adhered to.

The Health and Safety (Consultation with Employees) Regulations 1996 (HSCER) require employers to consult their employees on matters that affect their health and safety, where all employees are not already covered by the provisions of the Safety Representatives and Safety Committees Regulations 1977 (SRSCR). Employees will be consulted directly on a minimum yearly basis.

The Management Structure within Myles Academy with regards to health and safety: