



## **Health & Safety Policy**

including Early Years Foundation Stage

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Approved by	Adam Holdsworth, Chair of Governors
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### 1. Policy Statement

#### 1.1. Health and Safety Policy Statement

As a responsible employer and educational establishment, Westville House School seeks through this document to carry out all statutory duties under the Health and Safety at Work etc. Act 1974, to prepare and keep revised a written statement of Health & Safety Policy, and bring this to the notice of all our staff. This general policy statement of health & safety shows the commitment of this School to comply with current health & safety legislation.

This policy is written with regard to the non-statutory DfE guidance Health and safety: responsibilities and duties for schools (2018).

It is the responsibility of the Governors, together with the School's management, to ensure that the working / educational environment is safe and without significant risks to health & safety and meets the appropriate statutory requirements. It is recognised that all staff have a vital role to play in the implementation and maintenance of the health & safety programme, for the School premises and other locations where staff are at work, and pupils might be taken to.

Our Statement of General Policy is to:

- take the necessary actions to enable good standards of health and safety in this organisation;
- maintain safe and healthy working conditions for all staff and pupils;
- promote safe systems of working and safe work equipment;
- prevent accidents and cases of work-related ill health, and provide adequate control of health and safety risks arising from work activities;
- ensure all staff are competent to undertake their tasks and to give them adequate training;
- provide sufficient information, instruction, training and supervision for all staff and trainees;
- ensure the safe storage, handling, use and control of hazardous/dangerous substances;
- provide and maintain safe plant and work equipment;
- engage and consult with staff on day-to-day health and safety conditions and provide advice and supervision on occupational health issues;
- implement emergency procedures – evacuation in case of fire or other significant incident;
- ensure sufficient financial resources for health, safety and welfare requirements, and contingencies; and
- provide adequate control of the health and safety risks arising from our full range of work/educational activities.



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### 2. Management and Organisation

#### 2.1. Managing Health & Safety at Work

As an employer, we are aware of the need to be able to demonstrate a continuously improving health and safety management performance. It is for this reason that we have made ourselves familiar with the HSE's publication "Managing for Health and Safety" (HSG 65), and HSE's "Leading sensible health and safety management in schools" It is accepted by Organisation management that managing health and safety is no different from managing any other aspects of our business. Therefore, we shall need to:

##### Plan

- Think about where we are now and where we need to be;
- say what we want to achieve, who will be responsible for what, how we will achieve our aims, and how we will measure our success;
- we will measure performance by means of active and reactive indicators;
- consider fire and other emergencies. Co-operate with anyone who shares our workplace and co-ordinate plans with them; and
- remember to plan for changes and identify any specific legal requirements that apply to our business.

##### Do

- Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what we will do to manage the risk;
- decide what the priorities are and identify the biggest risks;
- organise our activities to deliver our plan; and
- in particular, aim to:
  - involve workers and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours;
  - provide adequate resources, including competent advice where needed;
  - decide on the preventive and protective measures needed and put them in place;
  - provide the right tools and equipment to do the job and keep them maintained;
  - train and instruct, to ensure everyone is competent to carry out their work; and
  - supervise to make sure that arrangements are followed.

##### Check

- Measure our performance;
- make sure that our plan has been implemented – 'paperwork' on its own is not a good performance measure;
- assess how well the risks are being controlled and if we are achieving your aims; and
- investigate the causes of accidents, incidents or near misses.

##### Act

- Review our performance;

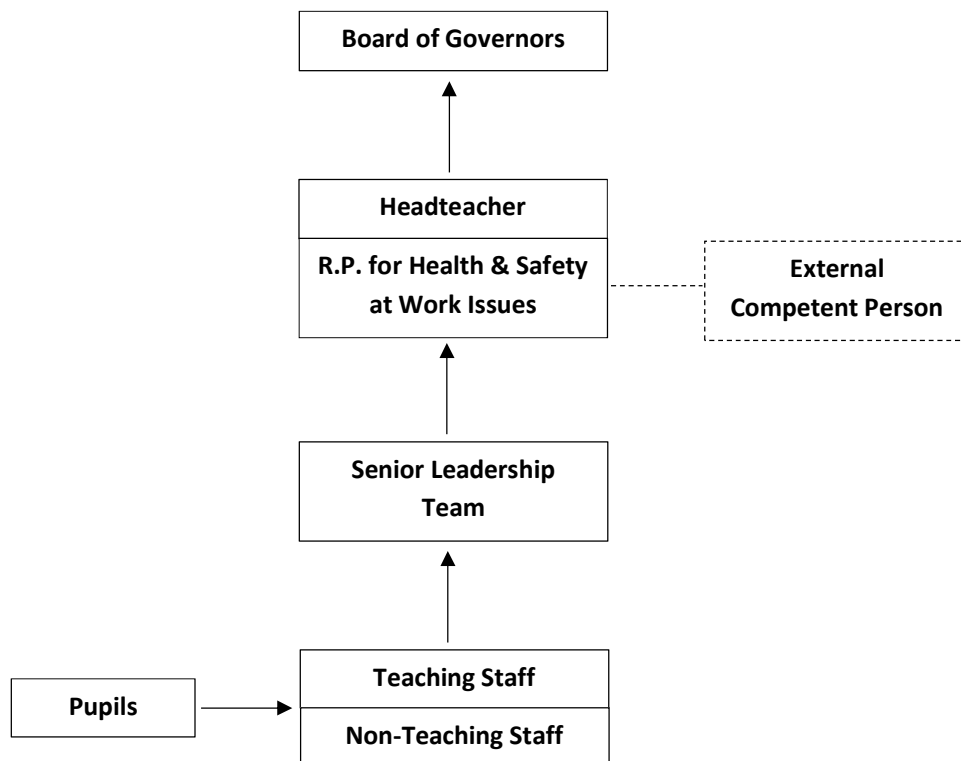


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- learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations;
- revisit plans, policy documents and risk assessments to see if they need updating; and
- take action on lessons learned, including from audit and inspection reports.

Further, the Senior Leadership Team (SLT) shall take effective measures to assess periodically our health and safety management system, and make any necessary improvements, so as to ensure continued commitment to maintaining high standards of health and safety at work.

### 2.2. Chain of Command for Health and Safety Management



### 2.3. Responsibilities of the Board of Governors

Responsibilities of the Board of Governors ('The Board') in Respect of Health and Safety Risks Arising from the Organisation's Activities.

#### Action Points

The Board recognises that it needs to accept formally and publicly its collective role in providing health & safety leadership in this organisation.

Each member of the Board has to accept their individual role in providing health & safety leadership for this organisation.



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The Board shall ensure that all decisions reflect its health & safety intentions, as articulated in this Health & Safety Policy statement.

The Board recognises its role in engaging the active participation of staff in improving health & safety.

The Board shall ensure that it is kept informed of and alert to, relevant health & safety risk management issues. The H&S/Premises governor works with Acton Jennings.

The Board shall:

- appoint a named health & safety governor who reports to the board each meeting and who completes a site visit with Acton Jennings twice yearly;
- formally review health & safety performance (at least annually);
- ensure that the Health & Safety Policy statement reflects current Board priorities;
- ensure that our management systems provide for effective monitoring and reporting of health & safety performance;
- be kept informed about any significant health and safety failures, and of the outcome of the investigations into the causes;
- ensure that the Board address the health & safety implications of all its decisions; and
- ensure that health & safety risk management systems are in place and remain effective.

### 2.4. Responsibilities of Senior Leadership Team & Staff

Overall and final responsibility for health & safety at work is that of the Governors. However, in practice, the performance of certain strategic duties has to be jointly held and/or delegated. Therefore, day-to-day duties for ensuring that the Health & Safety Policy/safe working practices/safe systems of work, are implemented in the workplace premises, is that of the Headteacher.

The School is responsible for consideration of health, safety and welfare issues in relation to the following workplaces premises/locations/areas of activity: an educational establishment carrying out activities such as art, drama, music, science and varying physical activities.

All staff have a legal responsibility to co-operate with the School and Senior Leadership Team to achieve a safe workplace without risks to health.

The indicated person(s)/organisations hold specific duties in relation to the following matters: Health & safety training: The Senior Leadership Team.

Those involved with the carrying out of health & safety examinations and inspections are:

- the Headteacher;
- the Caretaker;
- H. M. Inspector of Factories from the Health & Safety Executive (HSE);
- the Local Fire Officer;
- the Employers' Liability Insurance;
- Employment Medical Advisory Service (part of the HSE); and



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- Acton Jennings LLP as the external 'Competent Person', acting in an advisory capacity.

The staff involved with investigating any accidents to staff is the Headteacher.

The staff involved with the on-going maintenance of plant and work equipment is the Caretaker.

There might be other staff involved with the basic maintenance of plant and equipment which they are familiar with and use on a regular basis.

The staff who takes care of technical information relating to machinery and work equipment is the Caretaker.

The person responsible for the safe keeping of health, safety and fire safety documentation is the Caretaker.

All staff must also take reasonable care of themselves and others who might be affected by their activities.

Whenever a staff member observes a health and safety problem, or other defect which they are unable/not authorised to correct, then they must immediately inform the Senior Leadership Team.

See also: 'Duties of Staff', 'Unsatisfactory Health & Safety Conduct and Gross Misconduct', 'Health & Safety Rules'.

### 2.5. Duties of Staff

All staff have responsibilities and duties under health and safety laws.

Section 7 of the Health and Safety at Work etc. Act 1974 states:

*"It shall be the duty of every staff while at work:*

- a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with."*

Section 8 states:

*"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any the relevant statutory provisions."*

Regulation 14 (1) of the Management of Health and Safety at Work Regulations states:

*"Every staff shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device ... in accordance both with any training in the use of the equipment ... and the instructions ... which have been provided to him ...."*





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Regulation 14 (2) states:

*'Every staff shall inform his employer or any other staff of that employer with specific responsibility for the health and safety of his fellow staff:*

- a) of any work situation which a person with ... training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and*
- b) of any matter which a person with ... training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety ..."*

### 2.6. Unsatisfactory Health & Safety Conduct and Gross Misconduct

Failure to comply with health and safety duties, legal requirements, and safe systems of work and work rules, on the part of any staff, and an attitude of non-co-operation with their employer, can lead to disciplinary action. Health and safety breaches, which endanger the life of any person, or which create a risk of major ('specified') injury will be classified as gross misconduct making the staff liable to dismissal.

#### **Gross Misconduct**

Note. A staff member will be liable to summary dismissal if he/she is found to have acted in one of the following ways:

- unauthorised removal, misuse of, or interference with any guard or protective/protection device;
- unauthorised operation of any item of plant or work equipment;
- unauthorised entry into confined spaces;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised and intentional removal of any warning sign, notice or other signage provided by their employer in the interest of health and safety at work;
- the misuse of chemicals, inflammables or toxic substances;
- the misuse of any item of safety equipment, fittings, fixtures, components, or mechanical plant; and/or
- found to be consuming alcohol or taking unauthorised drugs, or being under the influence of alcohol or drugs, whilst at work.

*This list is not exhaustive.*

### 2.7. Health and Safety Rules: All Staff

#### Accidents and Occupational Health

All staff must:

- notify their immediate supervisor of any accident, near miss incident, or case of illness, which caused or could have led to personal injury, or property damage;



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- report any dangerous occurrences or near miss incidents to management without delay and to be available as a witness;
- seek medical treatment from the trained first aider/s, for any injury sustained and ensure this is recorded in the Accident Book, B.I. 510;
- report to their supervisor any medical condition that could affect their wellbeing as well as the health of other persons; and
- co-operate with their employer to enable implementation of occupational health and medical programmes.

### **Occupational health services and work-related stress**

Staff welfare is very important, and to that end, the SLT have an open-door policy in which staff can discuss any concerns with them- work related or personal. An annual on-going suitability meeting discusses staff well-being, and staff are expected to disclose any changes to management.

### **Controls for Hazardous Substances**

Note. Technical information concerning the health risks and controls for potentially hazardous substances staff may have to use, will be made available for all staff.

### **Electrical Safety**

All staff must:

- keep electrical equipment, plugs and leads in a good state of repair;
- report all faults without delay to their immediate supervisor; and
- not attempt to carry out any repairs on electrical equipment unless qualified to do so.

### **Fire Precautions and Emergency Situations**

All staff must:

- store highly flammable and flammable liquids in the correct manner;
- not obstruct any fire doors, fire exits, fire route ways, aisles, stairways, corridors or extinguishing equipment;
- obey School and site rules on smoking restrictions at work;
- report any defect associated with equipment or if it has been necessary to discharge extinguishing equipment;
- follow the laid down emergency procedures including fire safety arrangements;
- stop work and any running machinery and proceed to a place of safety in the event of being exposed to serious and imminent danger;
- never leave stock or other equipment about the premises in any way, which might cause a hazard;
- make themselves aware of the position of fire exits, water points and extinguishers, and understand the wording of the operating instructions; and
- in the event of a fire, assemble in the external area away from the building and any potential hazards. Do not attempt to re-enter the building.



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### **Lifting Equipment**

All staff must:

- ensure that you are authorised and competent to use the lifting equipment safely;
- always make sure that lifting accessories are in a safe condition and properly stored when not in use;
- always ensure that lifting operations are planned before attempting them and ensure that the area is clear of personnel and obstructions; and
- always leave lifting equipment in a safe condition and properly parked to avoid injury risks.

### **Manual Handling**

All staff must:

- always adopt and carry out the best possible means of lifting;
- receive assistance if they have doubt as to whether they are able to move the article or substance safely;
- take extra care when moving objects up and down stairs or through doorways;
- make sure they have clear vision when carrying bulky/large objects;
- use mechanical lifting aids and devices provided;
- report any defective handling equipment, and ensure equipment is not used until repaired;
- wear protective clothing when carrying dangerous substances; and
- never sit or climb on any mobile equipment.

### **Personal Protective Equipment (PPE) and Clothing**

All staff must:

- use all PPE provided in the correct manner, including respiratory protection, safety harnesses and rescue equipment;
- store and maintain the PPE provided in accordance with training and instructions;
- report any defects, damage, loss etc. to the PPE provider; and
- always wear safety footwear at work and eye protection when required.

### **Signs and Notices**

All staff must observe and act upon any signs or notices displayed within the working environment.

Staff will need to be aware of the following types of signs and notices:

- prohibition signs, e.g. 'No Entry';
- mandatory signs, e.g. 'Wear Eye Protection';
- warning and hazard signs, e.g. 'Danger- Work in Progress';
- safe condition signs, e.g. 'Fire Exit';



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- signs relating to fire and emergency actions and notices informing of first aid arrangements; and
- the HSE placard 'Health and Safety Law - What you should know'.

### **Systems of Safe Working**

All staff must:

- report to their immediate supervisor any defect, fault, damage or malfunction associated with the work equipment provided and submit a formal defect report sheet where appropriate;
- make proper use of any guarding arrangement designed to protect a danger zone;
- observe all laid down systems for safe working or other safe operating procedures;
- return any hazardous substances and any cleaning agents to the designated storage area at the end of the shift or working day;
- use chemicals and substances in accordance with their initial training and information contained in the Product Data Sheets;
- keep long hair tied back when using machinery; and
- ensure that loose clothing is kept fastened and away from machinery.

Staff must not:

- operate work equipment provided for use without having received the necessary training and instructions, as well as the authorisation to do so;
- clean any item of work equipment, which is in motion, which could give rise to danger;
- leave work equipment unattended whilst in motion;
- when less than 18 years of age (a 'young person' for the purpose of health and safety law), shall not operate any dangerous work equipment, unless they have close supervision and have received the necessary training, following a suitable and sufficient assessment of risk; and/or
- carry out repairs, adjustments, modifications etc. unless they are competent to do so and have been so authorised.

### **Transport**

Staff must not:

- drive or operate vehicles whilst unfit or unwell;
- convey waste materials without proper 'Duty of Care' notification;
- overload vehicles;
- use vehicles for any unauthorised purposes; and/or
- drive or operate a vehicle should they not hold an appropriate class of driving licence or other permit.

All staff must:

- carry out daily checks on their vehicles prior to use, in accordance with the recognised checking procedures provided by the manufacturer or other manuals;



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- use reversing hazard warning horns where fitted; and/or
- be aware of, understand and always follow the current requirements of the Highway Code.

### Working Practices

#### Access

- clear access ways must be maintained at all times; and
- no designed fire exit door or fire pathway is to be blocked or otherwise obstructed.

#### Storage

- Stock should not be stacked in such a manner that it will necessitate persons to over-stretch.

#### Waste Disposal

- waste materials etc. must not be left in such a position, where it will cause an obstruction or a fire hazard;
- bins should not be over-filled;
- bins should be emptied into the skip provided;
- any waste that is defined as controlled waste must be placed in the appropriate container for disposal by waste carriers; and
- waste materials e.g. paper /rag wipes, contaminated with flammable liquid or similar solution must be deposited immediately after use within the designated fire-resistant waste bin which, in turn, must be effectively lidded or otherwise suitably enclosed.

### Work Environment

#### All staff must:

- take all necessary protective measures to prevent pollution to the environment, e.g. by preventing chemicals entering sewers and watercourses;
- maintain high standards of housekeeping throughout the premises;
- leave waste materials and substances at the stipulated disposal point, in accordance with the waste management policy;
- clean up any spillages without delay, following the correct procedure;
- keep their working environment, associated stairways, landings and passageways, clear of obstructions and in a clean and tidy condition;
- make full and proper use of all work equipment selected and provided for their use, in accordance with their training and instructions, to control risks in the workplace; and
- notify their immediate supervisor of any hazardous situation, without delay.

### 2.8. Site Working and Visits to Customer Premises

As part of their work activities on behalf of the School, our staff may have to either visit or carry out work activities at client/customer premises/site locations. Normally this would



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involve educational visits/day trips, e.g. Royal Armouries. Clearly, therefore, there are health & safety implications relating to our staff/pupils in 'loco parentis' on workplace premises/sites controlled by other employers. Clearly, therefore, there are health & safety implications relating to our staff on workplace premises controlled by another staff member.

The Management of Health and Safety at Work Regulations 1999. The Conduct of Staff of this School on premises controlled by another Employer.

Note. All staff are expected to comply with the following, i.e. to:

- follow all health & safety/site rules (including fire safety arrangements) laid down by the Occupier of the premises;
- follow all laid down safe systems of work and safe methods of working;
- use potentially hazardous substances in accordance with health & safety data sheets and the recognised control measures;
- use suitable work equipment for the tasks in hand that have no obvious fault or other defect;
- report any defective work equipment provided by the host employer and not to use any item of defective equipment;
- take extra care and adequate precautions when access is required in the vicinity of moving machinery;
- be careful and vigilant when within a factory environment and when in relatively close proximity to hazardous machinery and work equipment;
- act upon all reasonable instructions issued and information provided by the host employer;
- provide the host employer with information/risk assessments concerning the health and safety implications of the work tasks being undertaken on site;
- co-operate with the host employer and his staff at all times when on the premises;
- behave in a responsible manner at all times; and
- to report all accidents, dangerous occurrences, near misses on site, or any case of ill health.

Please see the Educational Visits policy for more details.

### **Staff who are Field Based / Home Working (where applicable)**

Note. All home working staff are expected to comply with the following, i.e. to:

- take reasonable care of their own health and safety, and that of other persons who might be affected by your work activities;
- undertake DSE workstations assessments as required by the employer;
- use all work equipment provided in accordance with any information, instructions and training;
- inform their Line Manager or Supervisor of any perceived shortcomings or risks associated with working from home;
- report any accidents arising out of working at home to the Senior Leadership Team;
- attend any meetings or training sessions at the School, upon receiving a reasonable request; and



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- conduct a visual inspection of portable electrical appliances in accordance with their instructions and information.

Where it is deemed necessary, members of the Senior Leadership Team or Health and Safety Advisor may be required to visit the residence of a Home Worker, in order to undertake risk assessments or to discuss relevant issues.

### 3. General Arrangements

#### 3.1. Accidents, First-Aid Arrangements and Work-Related Ill Health

The School recognises the importance of having suitable and sufficient first-aid arrangements within the workplace. First-aid treatment can play a vital part when someone has been injured and may mean the difference between life and death.

First-aid boxes are kept in the following places:

- Front Playground;
- Back Playground;
- Staff Room;
- Medical Room;
- Dining Hall;
- Kitchen;
- Westville Woodlands;
- PP2 Classroom;
- School Minibus;
- Top Floor Girls Toilets;
- Science Lab; and
- Games Cupboard.

All accidents and cases of work-related ill health must be recorded in the accident book. The accident book BI 510/accident records are kept in the school office.

There are a number of trained Appointed Persons for the school premises, and all staff is Paediatric First Aiders. Refresher training has been carried out.

The current First Aid Notice lists the following persons:

- Miss Duxbury;
- Mrs Etherington;
- Mrs Coulthurst;
- Miss Coughlan;
- Mrs Colman;
- Mrs Whitehead;
- Miss Williamson;
- Miss Dobson; and
- Mr O'Doherty.



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Medicines for children are held securely in either locked cupboard or locked fridge. Access to these are restricted to certain individuals who have been briefed of the needs of children requiring medication. Please see the First Aid policy for more details.

### 3.2. Reporting Procedures: Notification – RIDDOR 2013

From 12 September 2011, statutory reporting to the Health and Safety Executive (HSE) of work-related injuries and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), transferred to a predominantly online system. Revised online forms are now available for reporting purposes. Employers no longer report incidents by email, post or by fax. However, 'specified injuries' and fatal events can still be reported to HSE by telephone. The HSE recognise that certain specified injuries or fatal incidents are traumatic and have retained a telephone service for those persons having to make these reports (but see also below).

#### 3.2.1. Incident Reporting

The HSE Incident Contact Centre (ICC - see also below) will take reports of fatal and specified injuries by telephone, but persons reporting all other incidents must now submit an online form, available on the HSE's website.

#### 3.2.2. Online Forms

The relevant online forms are:

- F2508 – Report of an Injury;
- F2508 – Report of a Dangerous Occurrence;
- F2508A – Report of a Case of Disease;
- F2508G1 – Report of a Flammable Gas Incident; and
- F2508G2 – Report of a Dangerous Gas Fitting.

The 'Responsible Person' (under 'RIDDOR'), for reporting of 'specified injuries', fatalities, cases of incapacity, 'reportable work-related illness' and specific 'dangerous occurrences' is the Headteacher.

#### 3.2.3. The HSE Incident Contact Centre (ICC)

The telephone number of the above establishment is 0345 300 9923.

### 3.3. Accident Investigation Guidelines

The School recognises that it is important to ensure that loss events such as accidents and near misses are investigated, so that steps can be taken to avoid a re-occurrence of the event. The School will adopt the following procedure for accident investigation although it is recognised that the following are guidelines only and not everything may be applicable for any given accident. The more serious the accident, the greater the depth of investigation is likely to be. The main purpose of the investigation is to find out all that can be learned to enable similar accidents/near misses to be prevented in the future. The information gathered from the investigation will be used to improve the management of health and safety within the School.





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### 3.3.1. Obtain General Information

- has anything been altered since the accident/near miss;
- names of injured/ill staff/witnesses/people first on the scene;
- extent of injury/damage/disruption;
- the condition of any equipment;
- any chemicals/substances in use or present at the time of the accident/near miss;
- the task that was being undertaken;
- the time, place and layout of the area;
- the environmental conditions (lighting, ventilation, heating, slippery surfaces, obstructions, weather conditions if outside); and
- record conditions (take photographs, make sketches).

### 3.3.2. Obtain Witness Statements

- Name, contact details and occupation of witnesses; and
- what did they observe and what did they do?

### 3.3.3. Establish Circumstances

- what was being done at the time and what happen;
- what were the events leading up to the accident;
- what was the accepted method for carrying out the task? Was it being followed? Was it adequate;
- was the individual competent to carry out the task (qualifications/experience);
- what instruction and training was given (records available);
- were they aware of the risk assessment for the task? (how they could be harmed and the measures they should take to prevent harm);
- had the individuals been told to carry out the task, or were they acting on their own initiative; and
- has something similar happened previous?

### 3.3.4. Immediate Response to Accident/Near Miss

- Was prompt and appropriate action taken (fire-fighting, first aid, area made safe, access restricted, electricity isolated, warning notices displayed)?

### 3.3.5. Identify Preventative Measures

- Was there an up to date risk assessment carried out for the task;
- review the risk assessment for the task;
- what safety precautions were in place and what should have been in place; and
- was instruction and training appropriate to the task?

### 3.3.6. Identify Underlying Causes

- Was supervision and training adequate;



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- was equipment suitable for the task;
- was equipment maintained and tested adequately;
- what pressures/constraints, if any, were being applied; and
- was communication adequate between relevant parties?

### 3.3.7. Actions to Prevent a Recurrence

- Could the outcome have been more serious;
- what needs to be done to prevent similar accidents/near misses; and
- were the safety precautions adequate, but not implemented – why not?

Actions to prevent recurrence include:

- better guarding or barriers;
- better test and maintenance schedules;
- revised work method;
- provision and use of personal protective equipment;
- improved supervision, training, inspection, instruction and information;
- better communication; and
- review similar activities elsewhere.

### 3.4. Accident Investigation Procedure

Accidents need to be investigated and reported promptly, so that facts can be established before memories fade. Dealing with accidents should be given a high priority. Accident reports should be completed and returned within the day of the accident. The following procedure will exist when an accident occurs to a staff member/worker.

- following an accident, first aider to attend and carry out required treatment in accordance with their training;
- the first aider is to complete the accident record;
- the accident record is passed to the Headteacher who will determine the level of investigation and who will carry it out;
- the relevant risk assessment will be retrieved and a post-accident risk assessment carried out;
- the relevant investigator/manager will complete the remaining sections of the accident record and complete the School accident investigation report if appropriate;
- for RIDDOR events the F2508 or F2508a will be raised, completed online, saved as a PDF document and forwarded to the Health and Safety Executive; and
- the School liability insurers will be notified of all accidents.

The following matrix indicates at what level and by whom accidents need to be investigated. The level of investigation is determined by the likelihood of recurrence and the potential worst consequences of the undesired event. The accident recording document is available within the documents section of this policy.

Likelihood of recurrence	Potential worst consequence of event			
	Minor	Serious	Major	Fatal
Possible	Low	Medium	High	High
Unlikely	Minimal	Low	Medium	High



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### 3.5. Accident Investigation Procedure (Table)

Accident / Near Miss	Investigation Level			
	Local supervisor/first aider	Local or Department Manager	Senior Leadership Team	Headteacher, Board of Governors, Health and Safety Advisor
Minor injuries or near misses	Minimal/Low			
Serious injuries, near misses, lost time accidents		Low/Medium		
Classified specified injuries, dangerous occurrences and diseases			Medium/High	
Multiple serious injuries, fatalities or when prosecution is likely				High

### 3.6. Contacts with External Services

- Local Fire Brigade: Ilkley Fire Station;
- local Police Division: Ilkley and Pateley Bridge Police Station;
- Accident & Emergency Department: Airedale (Steeton) Hospital; and
- First-Aid Training Provider: Wood First Aid Training. 6 Forsythe Close, East Malling, Kent, ME19 6BS. Tel: 01732 842508.

### 3.7. Health Surveillance

Staff will be provided with appropriate and suitable health surveillance, if assessed as being necessary, to safeguard their health, and protect them whilst they are at work. Health surveillance will likely be required if the following aspects apply:

- is the work our staff carry out known to damage health in some particular way;
- do we know/are we aware of valid ways to detect the disease or condition;
- is it reasonably likely that the damage to health could occur under the particular conditions at work; and
- is health surveillance likely to benefit the staff/other staff?

An example of the above criteria being met:

- high noise levels are known to cause hearing loss;
- a valid technique (hearing tests) can detect the effect of noise on the hearing of individuals who work in noisy conditions;



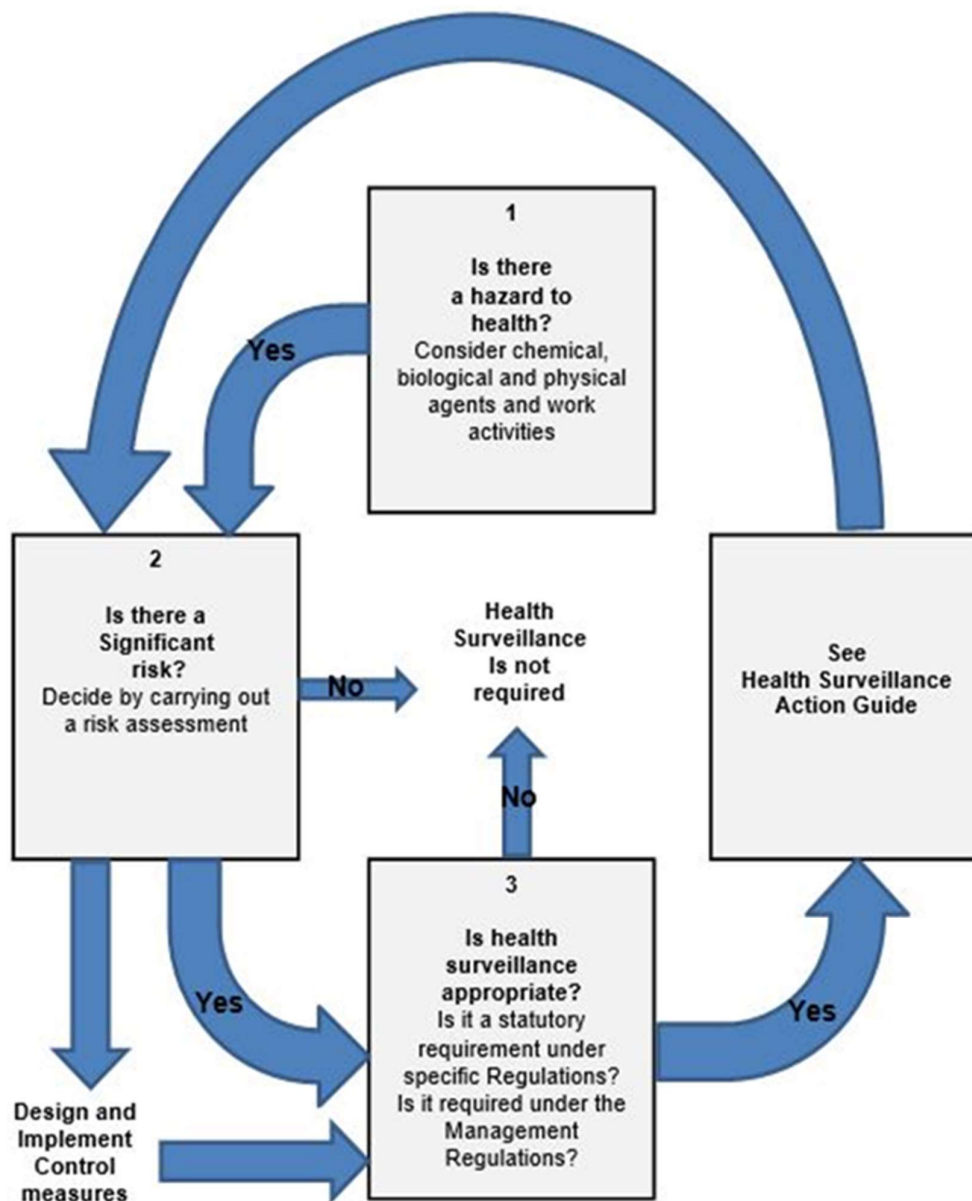
## WESTVILLE HOUSE SCHOOL

- the risk of hearing damage relates to the carrying out of an adequate noise assessment; and
- hearing tests will benefit staff by identifying those at risk, so that measures can be taken to protect them and improve working conditions.

### Current/Planned Arrangements

The health surveillance programme will be arranged by the School Nurse where appropriate, e.g. health screening.

#### 3.8. Health Surveillance: Risk Assessment and Action Guide





## Health Surveillance Action Guide

- 1 **Involve employees and their representatives** ☐
- 2 **Obtain specialist advice if appropriate** ☐
- 3 **Identify the most suitable health surveillance procedure** ☐

Consider the type of hazard, degree of risk, likely health effects, affected employees, relevant procedure(s), whether in-house expertise exists.

- 4 **Design system, put someone in charge** ☐
- 5 **Set up the programme** ☐
- 6 **Carry out procedures / feedback information** ☐
- 7 **Keep records** ☐
- 8 **Monitoring, action and evaluation** ☐

Protect individuals at risk.  
Review your risk assessment.  
Improve risk control.  
Discuss grouped results with Employee representatives.



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### 3.9. Asbestos-Containing Materials/contact with Asbestos

The risks to health from exposure to asbestos are well documented. Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain.

As an employer and educational provider, we have a clear duty to prevent the exposure of our staff to asbestos, or if this is not possible to reduce it to the lowest possible level.

There is a new duty of which we are aware, i.e. the duty to manage asbestos in the workplace. There is a visual check of the area/s containing asbestos each month.

#### **Staff who might come into contact with ACMs**

Our staff are not involved with the controlled removal of ACMs. However, it is possible that asbestos, or suspected asbestos might pose a threat to some staff in their work activities. An Asbestos Management Survey has been carried out for the whole premises. The condition of asbestos containing materials that are left in situ is periodically monitored to ensure they do not deteriorate and the risk of fibre release has not increased. IF any ACM has deteriorated, further action will be taken to reduce the risk of fibre release.

Staff potentially at risk have been instructed that if asbestos is seen or suspected then they must not proceed any further with the job task. Staff are required to immediately report the situation to their immediate supervisor or manager.

### 3.10. Consultation with Staff

The School is aware of the requirements of the Health and Safety (Consultation with Staff) Regulations 1996. The School shall implement all of the requirements in the most effective, sensible and practical manner, in relation to all staff and their places of work.

#### **The Duty of an Employer to consult**

In accordance with the demands of this legislation, staff who are not represented by safety representatives shall be consulted in good time on matters relating to their health and safety at work. Such matters shall cover:

- the introduction of measures which may substantially affect the health and safety of staff;
- arrangements for nominating/appointing competent persons;
- health and safety information to be provided;
- the planning and organisation of any health and safety training required to be provided; and
- the health and safety consequences concerning the introduction of new technologies into the workplace.

#### **Persons to be consulted**

The School shall consult with its staff by informal direct means – simple basic reporting system and remedial action. It is, however, for the School to determine the most effective and appropriate manner of consulting staff on health, safety and welfare matters.



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### **The Provision of Information**

The School is aware of its obligations to provide sufficient information to those staff who are consulted by direct means.

### **Health and Safety Concerns**

Any staff can raise matters of concern with regard to health and safety at work. In the first instance they should liaise with the Senior Leadership Team. The matter shall also be discussed by the Leadership Team.

#### **3.11. Contractors and Visitors**

##### **Use of Contractors**

When appointing contractors, we will identify the salient aspects of the work that the School wants the contractor to do and consider the health and safety implications of the job we want done. This will involve:

- assessing the risks;
- deciding what information, instruction and training is required;
- co-operation and co-ordination will be achieved;
- how all parties will be consulted; and
- the level of supervision and monitoring required.

Selection of contractors is fundamental and the School will ensure that all contractors appointed will be competent to do the job safely and without risks to health and safety. The following factors will be included within the School's selection policy:

- the experience they have;
- evidence of health and safety policies and procedures;
- information about their health and safety performance;
- the qualifications and skills that they have;
- evidence of their safety method statement;
- the health and safety training they provide;
- their arrangements for consulting the workforce;
- any membership of relevant trade or professional body; and
- evidence of any references.

##### **Co-operation and co-ordination**

We will make arrangements to ensure co-operation and co-ordination between all parties to ensure the health and safety of all the workplace and anyone else likely to be affected. This may take the form of regular meetings/briefings or a liaison person may be appointed by the School.

##### **School House Rules**



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The School shall attempt to ensure that visitors and contractors abide by any internal rules and any other safety procedures in force. In this respect, the School will inform such persons of the rules for visitors upon their arrival and alert visiting contractors about the nature of hazards associated with their work tasks. The School will make suitable arrangements for the effective management and monitoring of contractors depending on the scope of the work to be undertaken.

### Rules for Visitors

- All visitors are required to report to the front entrance door and press the intercom' for attention;
- after the above, visitors must report to the School's reception;
- an 'intercom' system is in operation;
- there are current formal rules for visitors entering the School's premises; and
- visitors are expected to comply with the School's Health and Safety Policy and with good safety practices at all appropriate times.

### 3.12. Control of Substances Hazardous to Health ('COSHH')

The Health and Safety at Work Act 1974 (HASWA) states that every employer shall make:

*'...arrangements for ensuring, so far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances...'*

The Control of Substances Hazardous to Health Regulations 2002 {'COSHH'} (as amended in 2004), amplify and extend this general duty to all substances hazardous to health, except in few special cases such as lead and asbestos.

Both the COSHH Regulations and the Management of Health and Safety at Work Regulations 1999 set out principles of control which demand a hierarchical approach, as follows:

- eliminate the hazard;
- use physical or engineering controls which reduce the risk at the source and provide protection generally rather than individually; and
- control the person by job design, management or (as a 'last resort'), personal protective equipment.

Adequate control of exposure to a substance hazardous to health means:

- applying the eight principles of good practice set out in within the schedule to the Regulations;
- not exceeding the workplace exposure limit (WEL) for the substances (if there is one); and
- reducing exposure for substances that can cause cancer, heritable genetic damage, or asthma, to as low as is reasonably practicable.





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The eight principles of good practice, which apply to a substance regardless if it has been assigned a Workplace Exposure Limit, are:

- design and operate processes and activities to minimize emissions, release and spread of substances hazardous to health;
- take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures;
- control exposure by measures that are proportionate to the health risk;
- choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health;
- where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personnel protective equipment;
- check and review regularly all elements of control measures for their continuing effectiveness;
- inform and train all staff on the hazards and risks from the substances with which they work and the use of control measures developed to minimize the risks; and
- ensure that the introduction of control measures does not increase the overall risk to health and safety.

No hazardous substance is to be used without an assessment being carried out.

COSHH Materials Safety Data sheets have been obtained for all substances and assessments are carried out in relation to their use in work activities. These are made available to staff for their information and protection.

All staff have been instructed to exercise all of the necessary control measures, to ensure that it is used without ill health effects.

The persons responsible for identifying all substances that require a COSHH assessment are the Science Teacher, the Kitchen staff, and the Maintenance Manager.

Assessments will be reviewed annually, or when the work activity changes in a significant manner, whichever is the soonest.

The following collection of substances are used by the School, being substances which can be classified as falling within the scope of current COSHH Regulations:

- cleaning agents and maintenance based products, and
- chemicals used in science classes.

### 3.13. Dangerous Substances and Explosive Atmospheres ('DSEAR')

DSEAR came into force on 09 December 2002. These Regulations apply to any substance or preparation (mixtures) with the potential to create a risk to persons from energetic (energy-releasing) events such as fires, explosions, thermal runaway from exothermic reactions etc. Such substances are known in DSEAR as 'dangerous substances' and include petrol, LPG, paints, varnishes and certain types of combustible and explosive dusts produced in (for example) machining and sanding operations.



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DSEAR does not address health risks: these are dealt with by the Control of Substances Hazardous to Health Regulations ('COSHH'), see previous pages.

### **The main requirements of DSEAR**

Employers and the self-employed must:

- carry out a risk assessment of any work activities involving dangerous substances;
- provide technical and organisational measures to eliminate or reduce, to as far as is reasonably practicable the identified risks;
- provide equipment and procedures to deal with accidents and emergencies; and
- provide information and training to staff.

### **The scope of DSEAR**

Other than for certain maritime activities, DSEAR applies whenever the following conditions have been satisfied:

- there is work being carried out by an employer or self-employed person;
- a dangerous substance is present or is liable to be present at the workplace; and
- the dangerous substance presents a risk to the safety of staff who may be affected by the work carried out.

Certain parts of DSEAR relating to zoning and shared workplaces have a narrower scope as defined in regulation 3 and do not, for example, apply to the offshore sector.

Overall, DSEAR can be seen to be an expansion of the general duty to manage risks under the Management of Health and Safety at Work Regulations 1999; making explicit good practices for reducing the risks to persons from fires, explosions and similar energetic events.

The persons holding immediate responsibility within the School for the identification, assessment and appropriate control measures relating to DSEAR substances are the Schools Management Team.

#### **3.14. Display Screen Equipment (DSE) Workstations**

It is the policy of this School to provide a safe and healthy working environment for staff, including particular measures to protect their health and safety when they are working with display screen equipment (DSE) workstations.

The School will fulfil its obligations to user staff by:

- carrying out the assessments of workstations, using a self-assessment approach, supported by management and also Acton Jennings LLP as required;
- the provision of suitable work equipment;
- the provision of information and training for our 'users';
- the provision of 'eye and eyesight testing' for those users, and by the provision of spectacles where;
- these are required solely and specifically for DSE work; and



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- making arrangements for regular breaks for staff working with DSE, as determined with the user/s.

The main legislation which is relevant to this subject is the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002). Typically, there are 'users' of Display Screen Equipment (DSE) workstations.

Arrangements are in place for workers to have breaks/changes of activity.

Arrangements are also in hand for suitable and sufficient DSE risk assessments to be conducted and reviewed accordingly.

### **DSE: Review of Assessment**

The DSE assessment or relevant parts of it should be reviewed in the light of changes to the display screen worker population, or changes in individual capability and where there has been some significant change to the workstation, such as:

- a major change to the software used;
- a major change to the hardware (screen, keyboard, input devices etc.);
- a major change in workstation furniture;
- a substantial increase in the amount of time required to be spent using DSE;
- a substantial change in other task requirements (e.g. more speed or accuracy);
- the workstation is relocated; and/or
- the lighting is significantly modified.

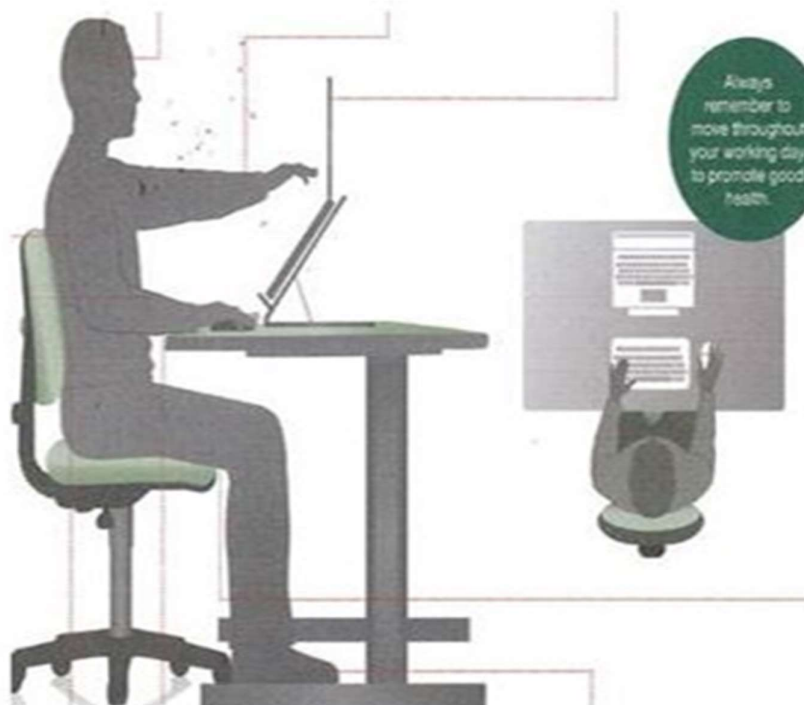
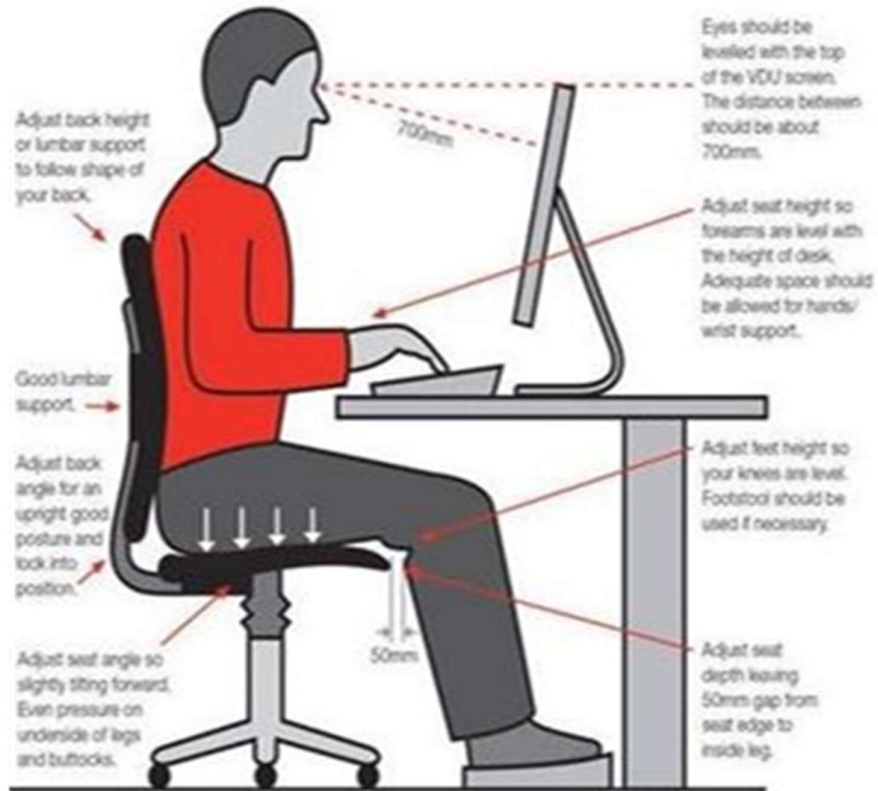
Assessments would also need to be reviewed if research findings indicated a significant new risk or showed that a recognised hazard should be re-evaluated.

Additionally, arrangements are in place for DSE 'users' to be provided with eye and eyesight tests and examinations and the provision of special spectacles if required.



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### Workstation and Laptop Setup/Posture





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### 3.15. Electrical Equipment/Systems: Checks, Inspections, Repairs and Testing

#### **Hazards**

The three main hazards are contact with live parts, fire and explosion.

We shall therefore assess the risks from the use of electricity in our work activities and use suitable precautions to ensure control those risks.

#### **Maintenance**

We appreciate that all electrical equipment, wiring installations, generators or battery sets, and everything connected to them, must be maintained to prevent danger. This means that we need to carry out checks, inspections, repairs and testing as necessary.

Any persons carrying out electrical work on behalf of this School will be competent to carry it out safely. Should we use the services of an outside contractor, we will ensure that they belong to an accredited body, such as the National Inspection Council for Electrical Installation Contracting (NICEIC).

Arrangements are in place for the on-going visual inspections of electrical equipment and combined electrical inspection and testing by a competent local electrical contractor. In this way, the School believe it will be fulfilling its legal obligation to 'maintain' electrical equipment/systems as required by law.

#### **Inspections of Plugs, Cables, Leads and Portable Electrical Appliances**

This is a defined responsibility of all staff. However, all staff are required to be vigilant with regard to portable electrical equipment and report any defects observed. The objective of this exercise is to look for any loose connections and related faults.

PAT testing is completed on an annual basis, but there are regular visual checks on electrical equipment. There is a full hard wire inspection every five years.

Any defects/faults or electrical uncertainties must be brought to the immediate attention of the Senior Leadership Team without delay.

All repairs shall be attended to by a competent person. Any electrical defects detected, shall lead to the item of equipment being immediately withdrawn from work activities, until it has been examined and verified as being safe to use by a competent person.

### 3.16. Fire Policy and Workplace Safety

This School will strive to achieve a fire safe working environment for the protection of staff, visitors, and any other persons who may be affected, through the implementation of the relevant fire Regulations, i.e. the Regulatory Reform (Fire Safety) Order 2005, which came into force on 1<sup>st</sup> October 2006.

We shall aim to:



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- identify through proper assessment the risk to persons from fire and also dangerous substances;
- evaluate the level of risk to persons on the premises and then to reduce the risk to as low a level as is reasonably practicable;
- record any significant findings and inform staff and all other relevant persons of any risks identified;
- strive to ensure a safe place of work with effective and maintained means of escape in the event of a fire; and
- inform, instruct and train relevant people as to the actions they must take in the event of a fire occurring.

Periodically, the risk from fire will be re-assessed to ensure that the findings are still effective and appropriate in the prevailing circumstances.

### **Staff**

Staff is required under Article 23 of the Order to take reasonable care of their own, and the safety of other persons, who may be affected by their actions. Staff are required to co-operate with their employer, or other manager appointed, in order for the School to fulfil its legal duties under this legislation.

The School believes in the achievement of a fire safe workplace through the co-operations of the management and staff and encourages the active involvement of its workforce to achieve a safe workplace.

The School Leadership Team has the ultimate responsibilities for fire safety planning/risk assessments, and for fire precautions in the event of a fire emergency. This applies to all of the School premises.

### **Responsibilities**

The Board of Governors and the Headteacher have overall responsibility for fire safety standards and safe arrangements within the School. A trained Fire Safety Officer and Warden has responsibility for prevention and evacuation procedure.

The fire assembly point has been identified and established and is in the playground to the rear of the School.

Working areas must be kept tidy and all escape routes/fire exits un-obstructed. This matter will be the responsibility of all staff.

A competent person examines fire-fighting equipment on an annual basis. This is normally carried out during August. Emergency lighting is tested twice a year and there are monthly battery checks for emergency lighting. Fire doors are checked monthly.

The contractor attending to this matter is Lightning Fire Services.

A fire alarm system is in operation that has smoke/heat sensors and can also be manually activated. The alarm emits a bell warning sound when activated. The School's fire alarm



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system is linked automatically to the fire department. All fire related documentation is kept with the Headteacher.

The fire extinguishers are located in all suitable locations within the workplace premises and are checked on a weekly basis by the site manager. Other fire related equipment in the premises includes smoke and heat detectors.

Fire risk assessments are carried out and implemented by the Headteacher and the Maintenance Manager, with assistance from Acton Jennings LLP on an annual basis. Persons who have received training in fire safety are the appointed Fire Wardens. Highly flammable/flammable liquids and substances are kept in the Tractor shed.

Fire hazards must be reported without any delay. In the first instance, staff should report to the Senior Leadership Team. Fire Marshalls for this workplace have been duly nominated include all members of academic staff.

### **Fire Procedures**

The fire call points are tested on a weekly basis, and fire drills take place once a term. If the fire alarm sounds, everyone must evacuate the building and meet at the evacuation point in the playground. During induction, all staff are trained in fire procedures. For further details, see fire related policies. We are a Non Smoking School.

### **3.17. Food Hygiene**

#### **Introduction**

Food hygiene/safety is the absence of any risk of harm from food. Generally speaking, food safety describes the practice of managing food in such a way that the food is highly unlikely to cause any harmful effects, whether in the short or long term, to anyone who consumes products that have been processed, stored or sold. Food hygiene can be considered as the practical process of ensuring that food is fit and safe to eat.

However, the preparation of foodstuffs and cooking of meals for general staff consumption does not take place within the premises, other than the provision and use of basic kitchenette type equipment e.g. hot plate/microwave oven.

These facilities are available to and used by staff for normally re-heating and consumption of pre-prepared foodstuffs, sandwiches and beverages in general.

#### **Responsibilities**

The Kitchen Supervisor has overall responsibility for food safety and hygiene standards within the School.

Food premises are covered by:

- The Food Safety Act (Amendment) 1990 Regulations 2004; and
- The Food Hygiene (England) Regulations 2005



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In practice, these are supported by a collection of guidance literature to identify “best practice” and “due diligence” facilities, arrangements and standards.

### **Standards Application**

Specific arrangements exist with the School towards ensuring the provision and maintenance of suitable and effective food safety measures.

These arrangements and measures include:

- approved suppliers;
- hazard analysis (H.A.C.C.P. assessment system);
- food hygiene training for staff;
- issue of food safety documentation to staff;
- temperature monitoring;
- cleaning schedules;
- food hygiene checklists and associated documentation;
- promotion of “best practice” and “due diligence” facilities, arrangements and standards where applicable; and
- effective lines of communication and monitoring with and between salient parties.

### **Basic Rules**

Some fundamental food hygiene rules include:

All staff handling food must always wash their hands thoroughly using hot water and soap, wash all parts of their hands and wrists under warm running water and dry their hands thoroughly using a hot air dryer or disposable paper towel.

Staff must wash their hands before entering the food area, after using the lavatory, after coughing into their hands or using a handkerchief, after touching their face or hair and after handling rubbish or cleaning up.

Staff must also keep their nails short, clean and not wear nail varnish, not wear jewellery at work (except for a plain ring), keep all wounds covered by coloured (blue) waterproof dressings, inform the Manager if they are wearing a dressing, keep their hair covered with a net, shampoo their hair frequently, never comb their hair in a food room or while wearing protective clothing, wear clean protective clothing at all times, not wear their protective clothing away from work and not smoke in any food area (it is illegal).

Staff must report to the Manager if they feel unwell, are suffering from a stomach disorder, cold, cough, or from an eye or ear discharge, or someone where they live seems to be suffering from a stomach bug.

Additionally, when the Kitchen is in operation, no unauthorised persons are to enter to prevent congestion in the area and potential accidents.

Coats and bags should be kept out of food preparation areas and stored in the cloakroom. If you do need to bring valuables into work, please lock them in the safe.





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As stated in the main HACCP document please remove jewellery during food preparation. Gloves are to be worn if this is not possible due to tight fitting rings. Smooth wedding rings are acceptable. If you have long hair, please keep it tied back.

Please wear appropriate footwear with closed toes in the kitchen. Overalls and protective aprons should be worn during food preparation.

### **Sickness policy**

If any member of staff starts to suffer from sickness or diarrhoea, please report the symptoms immediately. You must remain off work until you are clear of the symptoms for 48 hours.

Staff must inform their doctor that they are a food handler, if they visit his/her surgery with any of the above complaints.

### **‘Health and Safety Law: What Staff Should Know’**

This part of the Health & Safety Policy is a brief guide to health and safety law. It does not describe the law in detail, but it does list the key points.

Law protects health, safety and welfare at work. As an employer, this School has a duty to protect staff and to keep them informed about health and safety in the workplace/s. We have a clear duty under the law to ensure, so far as reasonably practicable, the health, safety and welfare at work of staff. We are also clear about our obligations to provide staff with all relevant information concerning these important matters. Staff have a responsibility to look after themselves and others. If there is a problem, a staff member must discuss the matter with their immediate supervisor in the first instance.

In general, these duties include:

- making the workplace safe and without risks to health;
- ensuring that plant and machinery are safe and those safe systems of work are set and followed;
- ensuring that articles and substances are moved, stored and used safely;
- providing adequate welfare facilities; and
- providing sufficient information, instruction, training and supervision necessary for health and safety.

In particular, as an Employer, the School must also:

- assess the risks to their staff’ health and safety;
- make arrangements for implementing the health and safety measures identified as being necessary by the assessment;
- record the significant findings of the risk assessment and also the arrangements for health and safety measures;
- draw up a health & safety policy statement, including the health and safety organisation and arrangements in force, and bring it to the attention of all staff;



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- appoint someone competent to assist with health and safety responsibilities, and consult staff, or their safety representative about this appointment;
- co-operate on health and safety with other employers sharing the same workplace;
- set up emergency procedures- see below;
- provide adequate first- aid facilities;
- make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting, sanitary, washing and rest facilities;
- make sure that work equipment is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used;
- prevent or adequately control exposure to substance hazardous to health;
- take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation;
- avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury;
- provide health surveillance as appropriate;
- provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- ensure that the appropriate safety signs are provided and maintained;
- report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority; and
- consult staff about matters affecting their health and safety.

### Health and safety emergencies

In the event of an emergency, all staff should know how to contact the emergency services:

- Dial 999, ask for ambulance/police/fire service and be ready with the following information:
  - your telephone number, which is 01943 608053;
  - your location, which is Westville House School, Carter's Lane, Ilkley, LS29 0DQ;
  - give the exact location of where you are in the School/Setting, e.g. Kitchen;
  - give your full name;
  - give the name of the Child/Adult needing attention and a brief description of their symptoms (if an ambulance is needed);
  - inform the service of the best entrance to the School and state that the crew will be met by a member of staff; and
  - inform the Hub and the Headteacher or a member of the Senior Leadership Team.

Should an ambulance be required at the sports field, advise ambulance to go to the separate gate.

### Employer's Duties

- take precautions against fire;
- provide adequate means of escape; and
- provide suitable means for fighting fire.



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### Staff's Duties

All Staff have legal duties. These include:

- taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do;
- co-operating with their employer on health and safety;
- correctly using work items provided by their employer, including personal protective equipment, in accordance with training or instructions; and
- not interfering with or misusing anything provided for their health, safety or welfare.

If a staff member thinks there is a health and safety problem in their workplace, they should first discuss it with the Senior Leadership Team.

If a problem appears to persist and there is a risk of injury and a staff member still has doubts or questions about health, safety and welfare matters, then they should not hesitate to contact the Headteacher without delay.

The 'Health and Safety Law What You Should Know' poster is displayed in the staff room.

### Health and safety advice is available from:

- H M Inspector of Factories (HSE);
- the local authority Environmental Health Officer (EHO);
- Advisors from the Employment Medical Advisory Service (EMAS);
- the local Fire Officer (FO);
- the Employers' Liability Insurance Surveyor; and
- Acton Jennings LLP as the external competent person, using the 24 hours' advice line.

### 3.18. Health & Safety: Professional Services

#### Why Health and Safety at Work is important to Westville House School

Workplace injury and ill-health are expensive, for these reasons:

- staff - a most valuable resource - are incapacitated or work below par;
- accidents can cause damage;
- management time is used unproductively in investigation and remedy;
- work schedules are disrupted and valuable time is lost;
- conviction for a criminal offence results in fines and bad publicity; and/or
- civil liabilities can be substantial and the trend is towards larger settlements - even if awards are covered by insurance, premiums go up and up.

#### Health & Safety: Professional Services

Good consultants can be effective in helping to achieve compliance with health and safety legislation. In this respect, we have appointed Acton Jennings LLP as the external 'competent person', in accordance with regulation 7 of the Management of Health and Safety at Work



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Regulations 1999, to ensure access to competent help in applying the provisions of health and safety laws.

The main contacts are:

- Mr Peter W. Jennings MSc CMIOSH;
- Mr John Longfield Tech IOSH;
- Ms Courtney Waldron Tech IOSH; and
- Mr John McFee Tech IOSH.

### 3.19. Health and Safety Risks arising from Work Activities

#### **Risk Assessments**

The School is aware that risk assessments are required by the Management of Health and Safety at Work Regulations 1999 and that there must be a record of the significant findings of those assessments. The significant findings following workplaces inspections/assessments will be recorded. The information based on those findings will be made available to staff. Assessments will be reviewed over time as appropriate.

We accept, therefore, that some of our operations may, unless properly controlled, create risks to members of staff and others, thus we will take all reasonably practicable measures to eliminate or reduce such risks to an acceptable level.

Any staff, who discovers a hazardous/defective condition relating to their workplace/a work activity, should report this to the Senior Leadership Team, so that the appropriate action can be taken.

#### **Information and Training**

Where necessary, staff at any level will be provided with:

- specific and/or general health and safety training;
- training in the risk assessment procedure; and
- training in any new work activity controls.

#### **Inspections of Workplaces, the Identification of Hazards and the Control of Workplace Risks**

The objectives of our workplace inspections are to identify hazardous conditions and start the corrective process and thus to make improvements and reduce risks.

Risk assessments will be undertaken by Relevant members of the teaching staff and the Senior Leadership Team. For offsite school visits or residential trips, the management team will make a judgement as to whether a documented Risk Assessment is required. The findings of the risk assessments will be reported to the Headteacher. Action required to remove/control risks will be approved by the Headteacher in consultation with others.



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The persons responsible for checking that these actions have removed/reduced the risks will be the Senior Leadership Team. Assessments will be reviewed annually, or when the work activity changes in a significant manner, whichever is the soonest.

The risk assessments referred to above detail the workplace precautions/control measures that are required to reduce the level of risk. However, it is imperative that these control measures are implemented and maintained at all times. Therefore, all staff must ensure that the required control measures are in place and that safe systems of work are followed at all times.

### **Workplace Risks: The General Principles**

The School is mindful of the principles of risk assessment, and namely towards:

Principles of Prevention to be applied

- avoiding risks, if possible, avoid a risk altogether, e.g. does the work in a different way, taking care not to introduce new hazards;
- evaluating the risks which cannot be avoided, by carrying out a suitable and sufficient risk assessment;
- combating the risk at source, rather than taking palliative measures. e.g. the steps are slippery - treat or replace - rather than displaying a warning sign;
- adapting the work to the individual, adapt work to the requirements of the individual, (i.e. when designing workplaces; selecting work and personal protective equipment; when drawing up working and safety procedures and methods of production). Aim to alleviate monotonous work and paced working at a predetermined rate, and increase the controls individuals have over the work they are responsible for;
- adapting to technical progress, take advantage of technological and technical progress, which often offers opportunities for improving working methods and making them safer;
- replacing the dangerous by the non - dangerous, or the less dangerous;
- develop a coherent overall prevention policy, implement risk prevention measures to form part of a coherent policy and approach. This will progressively reduce those risks that cannot be prevented or avoided altogether, and will take account of the way work is organised, working conditions, environment and relevant social factors;
- giving collective protective measures priority over individual protective measures, give priority to those measures that protect the whole workplace and everyone who works there, and so give the greatest benefit; and
- giving appropriate instructions to staff, ensure that workers, whether staff or self - employed, understand what they must do.

The approach and attitude of this organisation. to all its activities will be the avoidance of risks, prevention of risks and reduction of risks at work

### **3.20. Health and Safety Training Policy**

It is School policy to provide training to staff, not only to comply with statutory requirements but also to secure a safe and healthy working environment for staff and any others who may



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be affected by work activities. The School will continuously assess the health and safety training needs of staff and record the training provided.

Section 2 of the Health and Safety at Work etc. Act 1974 imposes a general duty on an employer, to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of staff.

### **Induction Training**

Induction training will be provided for all staff by a member of the Senior Leadership Team.

### **Job Specific Training**

Job specific training will be provided by a member of the Senior Leadership Team or other suitable person.

### **Special Training**

Such training will be provided by a member of the Senior Leadership Team, or other suitable person/competent body or organisation.

The Maintenance Manager and Caretaker are to receive formal work at height and manual handling training in 2016. All staff is also to attend a General H&S Awareness training course covering various aspects of H&S they will be exposed to in their jobs.

### **3.21. Manual Handling**

#### **Duties of an Employer**

As an employer we are aware of the duties stipulated in the Manual Handling Operations Regulations 1992.

The key duties are to:

- avoid the need for hazardous manual handling, as far as reasonably practicable;
- assess the risk of injury from any hazardous manual handling that cannot be avoided; and
- reduce the risk of injury from hazardous manual handling, as far as reasonably practicable.

#### **Duties of Our Staff**

Staff have duties too. Essentially these are to:

- follow the appropriate systems of work laid down for their safety;
- make proper use of the equipment provided for their safety;
- co-operate with their employer on health and safety matters;
- inform their employer if they identify hazardous manual handling activities; and
- take care to ensure that their activities do not put others at risk of injury.



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### **Avoiding Manual Handling**

- checks will be made to determine if manual handling needs to be carried out at all, i.e. avoidance;
- we shall also consider the practicability of automation, particularly for any new processes;
- think about possible mechanisation for some processes; and
- be aware of new hazards arising from automation or mechanisation.

### **Making the Assessment**

- the assessment is the employer's responsibility; and
- selected staff can help to carry out these assessments.

### **Reducing the Risk of Injury**

It is our aim to reduce the risk of injury, i.e. to the lowest level 'reasonably practicable'. This means, therefore, reducing the risk until the cost of any further precautions – in time, trouble or costs – would be far too great in proportion to the benefits.

### **Training Requirements**

We recognise the importance of training in relation to manual handling operations at work.

Training will need to cover:

- how to recognise harmful manual handling;
- appropriate systems of work;
- the use of mechanical aids; and
- good handling technique.

### **Good Handling Technique**

Listed below are some important points that persons involved with manual handling should be aware of:

- to stop and think to plan the lift;
- the correct position of the feet;
- to adopt a good posture;
- getting a firm grip;
- keeping close to the load;
- to lift the load smoothly;
- moving the feet so as not to twist the trunk; and
- putting down the load and then adjusting its position.

### **Monitoring Health and Safety**



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To be confident that safe working practices/procedures are followed and to check the working conditions within the School's workplace premises, we will undertake an analysis of relevant matters listed below.

Matters for consideration are:

- policy and responsibilities;
- communications;
- monitoring arrangements;
- insurances;
- meetings/committees;
- specific risk assessments;
- safe working practices;
- supervision;
- health and Safety Rules;
- welfare;
- temperature;
- lighting;
- ventilation;
- overcrowding;
- cleanliness;
- work related illness;
- access and egress;
- accident prevention and reporting;
- first aid;
- fire safety;
- purchasing policy;
- plant, tools and general equipment maintenance;
- statutory inspections;
- documentation;
- training and competence;
- machinery guarding;
- storage arrangements and housekeeping;
- controls for hazardous/dangerous substances ('COSHH'/'DSEAR');
- personal protective equipment (PPE);
- health surveillance;
- external assistance;
- co-operation with other employers;
- contracts/contractors;
- transport safety;
- noise;
- electrical systems/portable electrical equipment/testing;
- manual handling operations;
- display screen equipment (DSE);
- educational outings and school visits; and
- school's yearly plan.





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The persons responsible for carrying out health & safety monitoring are:

- the Headteacher;
- the Caretaker (who performs a weekly site inspection and completes any actions required); and
- Acton Jennings LLP acting in an advisory capacity only but will do on-site visits twice a year.

Monitoring reports will be submitted to the Headteacher.

### 3.22. Personal Protective Equipment ('PPE')

Personal protective equipment (PPE) should only be used as a 'last resort' or as a short-term emergency measure while other control measures are assessed. It should only be used for occasional work of short duration when there is no other alternative.

Where PPE is used it must:

- be selected taking into account the nature of the hazard and the task;
- be provided free of charge to staff;
- carry a CE or BS kite mark;
- be maintained in an efficient working order and in good repair;
- be compatible with other PPE;
- be stored in an assigned and suitable area; and
- be provided in conjunction with appropriate instruction and training for the wearer.

#### Provision and ongoing Use of PPE

- *"Every employer shall take all reasonable steps to ensure that any personal protective equipment provided to his staff...is properly used."*
- *"Every staff shall use any personal protective equipment provided to him...in accordance both with any training in the use of the personal protective equipment concerned which has been received by him, and the instructions respecting that use which have been provided to him..."*
- *"Every relevant self-employed person shall make full and proper use of any personal protective equipment provided to him..."*
- *"Every staff and relevant self-employed person who has been provided with personal protective equipment...shall take all reasonable steps to ensure that it is returned to the accommodation provided for it after use."*

A central requirement of the PPE at Work Regulations 1992 is that suitable personal protective equipment is to be supplied and used at work, wherever there are risks to health & safety that cannot be adequately controlled in other ways. PPE, therefore, (for the purposes of this Policy), includes items such as the following when they are worn for purposes of health and safety:

- Kitchen Staff – overalls and special shoe; and
- Caretaking Staff – hi-vis vests, overalls, safety boots, gloves and respiratory protective equipment.



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Because the effectiveness of PPE can be easily compromised, e.g. by not being worn properly, it should always be considered as the 'last resort' and used only where precautions cannot adequately reduce the risk of injury. However, where PPE is the only effective means of controlling the risks of injury, or ill health, then an employer must ensure that it is available for use at work - free of charge.

### **Responsibilities of Management**

- Ensure that risk assessments are undertaken to identify appropriate control measures and PPE requirements for all significant hazards;
- ensure that sufficient resources (e.g. staff, financial, space) are made available to procure, maintain and store PPE;
- ensure that suitable and appropriate PPE is provided for staff when hazards are not adequately controlled by other means;
- make arrangements for the regular maintenance and periodic replacement of PPE to keep it efficient and in good repair;
- ensure all legally required records are kept; and
- provide adequate supervision to ensure PPE is worn.

### **Responsibilities of Supervisors**

- assist in undertaking suitable and sufficient risk assessments to identify appropriate control measures and PPE requirements for all significant hazards in relation to work activities;
- provide adequate and appropriate information, instruction and training to PPE users. so that they understand the risks the PPE will avoid/limit, when and how PPE is worn and any day-to-day checks the user must make;
- provide adequate supervision to ensure PPE is worn; and
- record details of all training given.

### **Responsibilities of Staff**

- Ensure that any PPE provided is worn;
- report any loss of or defect in PPE to their line manager/supervisor immediately;
- undertake any identified day-to-day maintenance needed for their PPE; and
- keep any records as requested by their supervisor.

### **Training**

We shall ensure that users of items of PPE are aware of why this is needed, when it needs to be used, repaired or replaced and its inherent limitations.

### **Maintenance**

Items of PPE provided to staff will be properly looked after and accommodated when not in service. PPE will be kept clean and in a state of good repair. Any trained wearer can carry out simple maintenance but a specialist will only carry out intricate repairs.

### **New PPE**



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Since 1<sup>st</sup> July 1995, new PPE needs to have been 'CE' marked. This mark signifies that the PPE satisfies certain basic safety requirements and in most cases will have been tested and certified by an independent body.

### 3.23. Safe Work Equipment

When intending to purchase new or second-hand work equipment, we will ensure that it meets health and safety standards prior to buying it.

The persons responsible for identifying all work equipment/plant that requires maintenance are the School's Senior Leadership Team.

The persons responsible for checking that new work equipment meets current health & safety standards prior to purchase are the School's Senior Leadership Team.

Any problems/defects found in relation to plant and work equipment must be reported to the Caretaker or the Headteacher.

#### **Vehicles Policy - Driving School Vehicles**

- staff must not drive any vehicle unless they have the relevant licence for that vehicle;
- driving offences must be immediately reported to the Headteacher/School Secretary;
- a visual check must be made daily prior to use;
- under no circumstances should the vehicle be left unlocked when unattended;
- speed limitations must be adhered to;
- due care and attention must be taken at all times to prevent damage to the vehicle, staff and the public;
- seatbelts must be worn when the vehicle is in motion;
- oil and water levels are to be checked monthly;
- a copy of driver's licenses is kept on personnel files. It is the driver's responsibility to inform management of any changes to their license details;
- drivers must not use their mobile 'phone whilst in transit unless the vehicle is equipped with hands-free technology;
- when the vehicle is left unattended care must be taken to ensure no valuables are left on view;
- the School will ensure that all vehicles have current tax and 'MOT' certificates and are regularly serviced; and
- any defects must be reported immediately.

Please also refer to the minibus policy and log book.

### 3.24. Work at Height

We know that falls from height account for a significant number of workplace fatalities and specified injuries.

The Work at Height Regulations 2005 adopts a goal-based approach to assessing all work at height of which the School intends to implement.



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There is a defined hierarchy of control for managing and selecting equipment for work at height. These are:

- avoid work at height – i.e. do the work from the ground;
- use work equipment or other measures to prevent falls where work at height cannot be avoided – i.e. use existing place of work or scaffolding etc.;
- where the School cannot eliminate the risk of a fall, use of work equipment or other measures to minimize the distances and consequences of a fall should one occur i.e. nets/harnesses; and
- the risk assessment required under these regulations will require the School to ensure:
  - all work at height is properly planned and organised;
  - weather conditions are taken into account;
  - all personnel are trained and competent;
  - the place of work is safe;
  - all equipment for work at height is appropriately inspected;
  - the risk from fragile surfaces is controlled; and
  - the risk from falling objects is controlled.

The persons responsible for assessing work at height, including the correct selection of work equipment to do these tasks are the Schools Senior Leadership Team.

The School will ensure that all work equipment used for work at height including ladders/stepladders are maintained and inspected at appropriate intervals- monthly.

This is the defined responsibility of the Maintenance Manager in the first instance, reporting to the Headteacher.

### **Trestles, Ladders and Step Ladders**

All trestles, ladders and stepladders must be checked before use to ensure their acceptable physical condition.

Wherever possible, step ladders (fully opened) should be used as opposed to freestanding ladders.

Freestanding ladders must be erected to an angle of 4:1 (a ratio of 1 horizontal unit to 4 vertical units) and preferably be secured at /near the top. If not securely fastened, a colleague must always foot the ladder at its base to prevent it from slipping.

Some other safety measures include:

- ensuring the equipment's adequate type, strength and size;
- using it only for its designed purpose;
- not overstretching /reaching from ladders;
- not standing upon the uppermost rungs;
- not carrying tools or equipment by hand when "climbing" a ladder; and/or
- ensuring suitable handholds or physical restraint protection if working at extensive height or from an elevated platform.



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### 3.25. Workshop Machinery

The duties of an employer are defined in the Provision and Use of Work Equipment Regulations 1998 (PUWER).

#### **Significant health and safety aspects**

Machinery, suitability, stability, location, guarding of dangerous parts, other safety devices and measures, stop controls, markings and maintenance.

Environment, lighting, housekeeping, access, under-foot conditions, noise control, wood dust exposure control and formal examination etc. of certain control devices.

Operatives, training, instruction, information, supervision, use of safety devices and adherence to safe operating procedures.

Operating Procedures, establishment, application, monitoring and review of appropriate safe working practices/operating procedures.

All reasonable and suitable measures will be taken by the School to prevent, protect or otherwise control significant health and safety matters associated with the provision and use of its machinery and associated plant. In accordance with coverage elsewhere within this Policy, the School expects its staff to co-operate fully with the effective application of these measures at all appropriate times.

### 3.26. Water Checks

The school will ensure that there is a legionella risk assessment, and that there are monthly temperature checks. Every quarter the shower heads are cleaned and there is check of the cold-water tanks and hot water storage vessels.

### 3.27. Slips and Trips

Slips and trips are one of the most common accidents to occur. Staff, pupils and visitors must take due care and consideration, and refer to risk assessments where appropriate. Any spillages must be cleaned up immediately and the 'wet floor' sign placed in the area.

### 3.28. School Security and Safety

As a school we are extremely conscious about the safety of staff, visitors and pupils. The following safety measures have been put in place. The main front entrance has a keypad and code for entry. During the school day, entry is by intercom only. The Hub will check who is at the door before allowing access. Between 8.15am and 8:30am, when children arrive the, main door is open to allow Prep children entry. Pre-prep children enter the front playground and are supervised until coming into school at 8:30am. At 3.30pm, Pre-Prep children are taken to the front playground to be collected by parents. The gate to the front playground is kept closed at all times except when pupils are arriving at School in the morning and when all the parents arrive to collect their children in the afternoon. Prep children leave school at 4.00pm by the front entrance. All external doors from the building have security codes on them. Security codes are changed regularly. When all the parents arrive to collect their children in the afternoon the open door at the front of school and from the Pre-Prep



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playground is monitored by a member of staff. The doors are locked again shortly afterwards. The nursery children enter by the nursery gate which has a padlock and is only opened for drop off and pick up. It remains locked at all other times.

Both staff and visitors are signed in and out, so we are aware of who is on the premises. Any contractors are carefully selected by the admin director. For further details, please refer to the relevant policies.

### **On-site vehicle movements**

At the front of the school is a car park. This should primarily be used for staff, visitors and for drop off and pick up. Therefore, children would only be on the car park whilst supervised by their parents.

### **Maintenance of Equipment**

The following are serviced/tested annually:

- boiler;
- fire alarm;
- fire extinguishers;
- burglar alarm;
- hall PE equipment; and
- water monitoring.



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### Appendix 1 COVID-19 Policy

#### Coronavirus

As a responsible employer, Westville House School shall carry out the advice of the UK Government, in a sensible and proportionate manner.

This policy is a dynamic policy and subject to change as and when government advice changes. Section 2 of the Health and Safety at Work etc. Act 1974 requires employers to ensure the health and safety of staff at work, so far as is reasonably practicable.

Although the interpretation of a 'substance hazardous to health' under COSHH includes a 'biological agent' that can be a 'microorganism', which can include a 'virus' under the COSHH interpretation, regulation 2 (2) specifies that COSHH only applies in those circumstances where risks of exposure are work-related, and not those where they have no direct connection with the work being done.

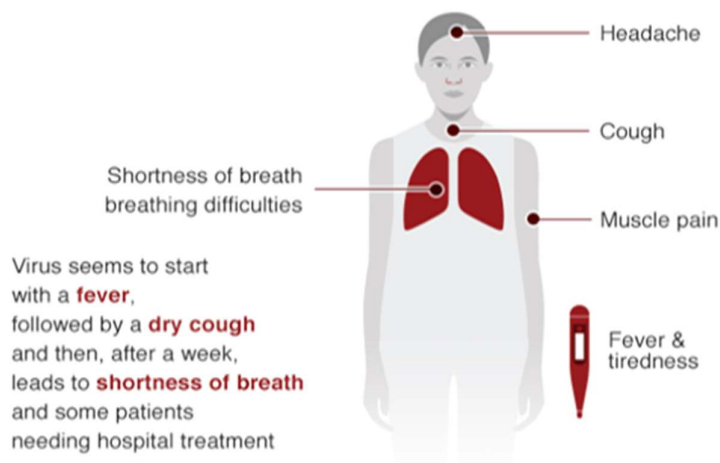
There are two health and safety problems to be dealt with. First, the ill health of staff who suffer from coronavirus owing to infection and secondly, the risk of infection spreading to other staff and, in some cases to our visitors, parents and children in our care.

#### What is COVID-19?

Coronavirus disease (COVID-19) is a respiratory disease that was first identified in Wuhan City, China. Coronaviruses are a large family of viruses that are common across the world. These viruses can cause mild symptoms ranging from a fever and cough to more serious conditions such as severe pneumonia, shortness of breath and breathing difficulties. Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14-days after contact with someone with confirmed coronavirus, they have not been infected.

#### Symptoms





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### Preventing Infection

To help reduce any potential spread of coronavirus, the School is urging staff to follow the steps that the government recommends for similar illnesses such as cold and flu. Following good hygiene practices can help prevent the spread of infection.

The School encourages staff and pupils to:

- use hand tissues to catch coughs and sneezes;
- always carry tissues and use them to catch coughs or sneezes;
- cover the mouth and nose with a tissue when coughing or sneezing;
- bin the tissues and wash their hands afterwards;
- wash their hands often with soap and water;
- use sanitizer gel if soap and water are not available;
- avoid touching their eyes, nose and mouth with unwashed hands;
- if your work involves meeting customers or clients, we recommend advising them that so long as the current situation exists, it is our policy not to shake hands upon arriving or leaving;
- follow the rules in place at your host's premises; and
- avoid non-essential travel where possible.

The School will at all times monitor the health of staff and children, to provide information and instructions for the duration of this pandemic.

It should be made absolutely clear when reporting sickness or sickness related absence that the reason for absence is coronavirus infection or possible infection, so that the School can consider what additional steps to take.

### Management Meetings

Following an initial evaluation of our working environment, and the work / educational activities that are carried out within the workplaces, various potholders were involved with the exercise to have a suitable and sufficient COVID-19 Risk Assessment Record (RAR).

Those persons involved were the:

- Headteacher;
- Governors;
- Senior Leadership Team; and
- Other selected members of staff.

From a combination of meetings, staff consultation and cooperation, coupled with workplace observations, the RAR has now been prepared and published to all of the School's workforce.

Phase 1	V1 22.05.2020 & V2 27.05.2020 (updated)
Phase 2	V3 16.06.2020 (updated)





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Phase 3	V4 30.06.2020
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This RAR will be updated and modified in the light of new information from authoritative sources, (e.g. PHE / HMG) and the practicalities of operating our COVID-19 Control Strategy.