



## **ASHBRIDGE INDEPENDENT SCHOOL AND NURSERY LTD**

### **HEALTH & SAFETY POLICY**

DATE: 26<sup>th</sup> APRIL 2018

ISSUE: 9

# **ASHBRIDGE INDEPENDENT SCHOOL AND NURSERY LTD**

## **HEALTH AND SAFETY POLICY STATEMENT**

The Directors, Headteacher and all members of staff fully acknowledge our statutory responsibilities and obligations regarding health, safety and welfare and are totally committed to achieving the highest possible standards throughout our organisation.

Our aim is to create a safe and healthy environment, and to ensure that our employees, our children, customers, visitors and any other persons are not harmed as a result of risks arising from our activities.

We will do everything reasonably practicable to provide a safe and comfortable workplace and a caring environment and will ensure that health and welfare requirements are fully considered.

In order to meet these objectives we will:

- Ensure that adequate resources are provided for Health and Safety Management.
- Provide suitable training and information for all employees.
- Ensure that all employees and contractors are competent to carry out their duties and receive the necessary information.
- Ensure that all work equipment and classroom or play equipment is suitable for its intended purpose and maintained in a safe condition.
- Fully assess all risks and ensure that they are adequately controlled.
- Ensure that all our activities are planned to make them as safe as possible and are fully supervised at all times.

We expect our employees, customers and visitors to play their part and to recognise that they too have responsibilities towards health and safety. We will encourage them to take positive measures to improve anything which they feel is unsafe and puts themselves and others at risk.

Everyone within Ashbridge Independent School and Nursery Ltd will play their part to ensure that the above standards are achieved.

This policy is monitored annually by the Headteacher and overseen by the Senior Leadership Team.

Signed: .....

Headteacher  
Ashbridge Independent School and Nursery Ltd

Date: 26<sup>th</sup> April 2018

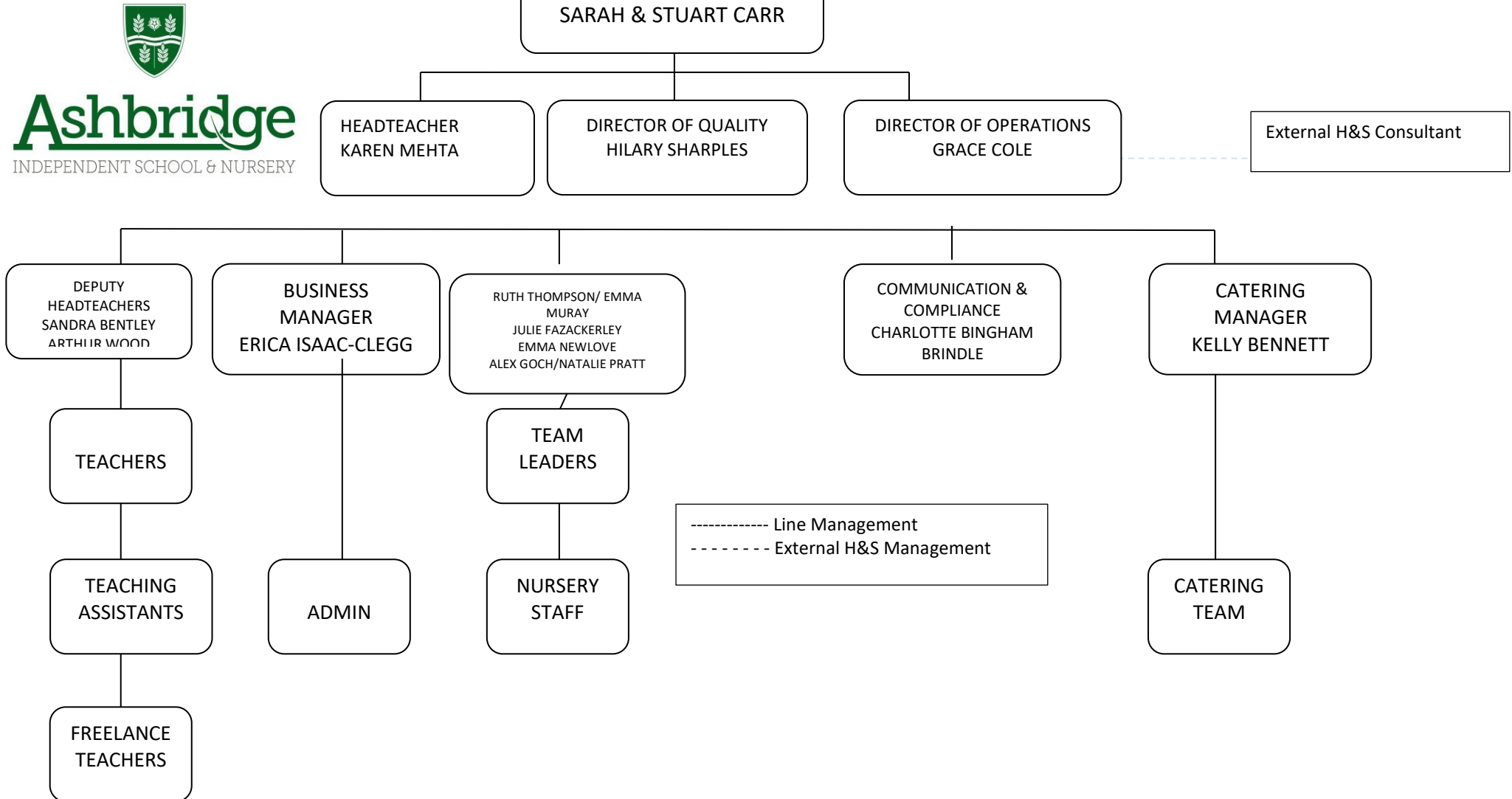
## SECTION TWO

### ORGANISATION, RESPONSIBILITIES AND COMMUNICATION

This section of the Safety Policy Manual outlines the organisational structure within Ashbridge Independent School and Nursery Ltd, and defines specific responsibilities for the management of health and safety. It also describes how information will be communicated throughout the organisation.

<b>CONTENTS</b>	<b>ISSUE NO</b>	<b>DATE</b>
2.1 Organisational Chart	9	26 <sup>th</sup> April 2018
2.2 Directors, Headteacher & Communications & Compliance Officer Responsibilities	9	26 <sup>th</sup> April 2018
2.3 Senior Managers Responsibilities	9	26 <sup>th</sup> April 2018
2.4 Team Leaders Responsibilities	9	26 <sup>th</sup> April 2018
2.5 Employees Responsibilities	9	26 <sup>th</sup> April 2018
2.6 External Health and Safety Advisors Role	9	26 <sup>th</sup> April 2018
2.7 Employee Involvement and Information	9	26 <sup>th</sup> April 2018

## 2.1) ORGANISATIONAL CHART



## **2.2) DIRECTORS, HEADTEACHER, DIRECTOR OF QUALITY & COMMUNICATIONS & COMPLIANCE OFFICER RESPONSIBILITIES**

The Directors have overall responsibility for the health and safety of employees, customers and members of the public, where they may be affected by the Company's activities. Prime responsibility for managing health and safety within the school and nursery environment lies with the Headteacher and Communications & Compliance Officer. To meet these responsibilities the Directors, Headteacher and Communications & Compliance Officer will, so far as is reasonably practicable:

- 2.2.1** Appoint a competent person or body to advise Ashbridge Independent School and Nursery Ltd on health and safety management issues.
- 2.2.2** Ensure that there exists an effective policy for health and safety management, supplemented by additional documents relating to particular areas, types of activity or individual staff or children's needs, and ensure that this policy is implemented.
- 2.2.3** Hold a quarterly health and safety meeting where relevant health and safety matters will be discussed together with recommendations where necessary. Health and Safety will be given equal consideration with all other school management issues.
- 2.2.4** Ensure that adequate resources and information are made available to enable the health and safety management system to be effectively put into practice.
- 2.2.5** The Headteacher and Communications & Compliance Officer have overall responsibility for ensuring that Health and Safety is effectively managed on a day to day basis and is therefore responsible for ensuring that the Senior Management carry out their respective duties regarding health and safety.

### **2.3) SENIOR MANAGERS RESPONSIBILITIES**

Senior Managers will be directly reportable to the Directors, Headteacher and Communications & Compliance Officer for the health and safety arrangements within their particular area. To meet this responsibility each Senior Manager will, so far as is reasonably practicable:

- 2.3.1** Ensure that the duties and responsibilities for health and safety are properly assigned, accepted and understood by all personnel.
- 2.3.2** Co-operate fully with and participate fully in such matters as safety inspections, risk assessment, and health and safety training programmes, attending health and safety meetings where called upon to do so, and requesting additional training for personnel as and when required.
- 2.3.3** Ensure that health, safety and welfare arrangements and control measures detailed on any relevant risk assessments are effectively implemented within their own area of control in accordance with the Ashbridge Independent School and Nursery Ltd Safety Policy Manual.
- 2.3.4** Carry out regular inspections of their individual area, covering means of access, classroom equipment, furnishings and fixtures, the working environment, fire precautions and welfare arrangements.
- 2.3.5** Take responsibility where reasonably practicable for undertaking and actioning any recommendations arising from any risk assessment or inspection carried out within their area of control. Where recommendations cannot be actioned, take responsibility for informing the Communications & Compliance Officer/Myerscough College Site Maintenance Team for the Fledglings site.
- 2.3.6** Ensure that all accidents are fully documented, reported and investigated with the objective of preventing their re-occurrence by improving practices and systems.
- 2.3.7** Ensure that all accidents or dangerous occurrences are reported by the Headteacher to the Enforcing Authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 2.3.8** Ensure that health and safety training is provided to new employees as part of the induction training programme.
- 2.3.9** Ensure that all employees within their area of control have been briefed on, and understood, the Health and Safety Policy along with any safe working procedures relevant to their work. Also ensure that employees have access to any additional documentation relevant to health and safety at all times.
- 2.3.10** Ensure that all supervisory staff and Team Leaders under their control carry out their duties regarding health and safety.

## **2.4) TEAM LEADERS RESPONSIBILITIES**

Supervisory staff are in a special position to influence attitudes and give encouragement to active participation in health and safety matters by employees under their control and by children and visitors. Therefore they will, so far as is reasonably practicable;

- 2.4.1** Ensure that all persons under their control have been briefed on and understood all relevant Health and Safety procedures, are shown where health and safety information is held, and receive sufficient training on fire precautions, first aid arrangements and any other emergency procedures relevant to the work environment.
- 2.4.2** Take an active role in carrying out risk assessments, classroom inspections and associated activities within their areas of control.
- 2.4.3** Take an active role in ensuring that issues or requirements arising from any risk assessment or room inspection are complied with.
- 2.4.4** Monitor safe working conditions and practices, ensure the security of our children and that no unauthorised persons are permitted on to the premises.
- 2.4.5** Comply with procedures laid down for reporting and investigating accidents taking prompt action to prevent re-occurrence whenever possible.

## **2.5) EMPLOYEE RESPONSIBILITIES**

All employees have a statutory duty to take reasonable care for the health and safety of themselves and anyone else who may be affected by their acts or omissions, also to co-operate so far as is necessary to enable any duty or requirement imposed on the company to be complied with. Employees are reminded that breach of this duty could constitute a disciplinary offence. In order to comply with this duty all employees will be expected to;

- 2.5.1** Conform to any legal requirements, rules, procedures and control measures stated in any relevant risk assessments necessary for ensuring health and safety.
- 2.5.2** Seek advice and instruction from their supervisor when situations arise which may affect the health and safety of themselves or others.
- 2.5.3** Report any unsafe equipment, fixture or fitting, or any other matter where they feel there is a risk of injury or damage.
- 2.5.4** Report any incident or accident, however slight, whether or not actual injury or damage has been sustained.
- 2.5.5** Assist at all times in maintaining good housekeeping standards.
- 2.5.6** Attend and participate fully in health and safety training courses as required.
- 2.5.7** Co-operate and assist where required in any room inspection, risk assessment, accident investigation or associated health and procedures carried out within the workplace.



## **2.6) EXTERNAL HEALTH AND SAFETY ADVISORS ROLE**

Comply Northwest Ltd consultants have been appointed as External Health and Safety Advisors for Ashbridge Independent School and Nursery Ltd. As such, they will act as Competent Persons to advise the school on their health and safety obligations, as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

In order to fulfil this role Comply North West will liaise closely with the Headteacher and Communications & Compliance Officer and will provide the following service.

**2.6.1** A planned programme of visits to Ashbridge Independent School and Nursery Ltd premises in order to assist in implementing the safety management system. This may include the following:

- Carrying out specific assessments such as fire, manual handling, display-screen equipment and hazardous substances.
- Assistance in preparing written procedures for activities which pose significant risk.
- Providing basic health and safety awareness training for employees, supervisory and management staff.
- A regular inspection of the school to identify unsafe conditions and practices.

**2.6.2** Advising Ashbridge Independent School and Nursery Ltd of significant changes to legislation, Approved Codes of Practice, Guidance Notes or National Standards likely to have an effect on the safety management system.

**2.6.3** Assisting the Headteacher in ensuring documentation, records and registers are kept up to date and in line with developments in either the business or health and safety legislation.

**2.6.4** Assistance where required in investigating accidents which occur in the school.

**2.6.5** Undertaking a 6 monthly review of the school's safety management system and preparation of an action plan to ensure continuous improvement.

## **2.7) EMPLOYEE INVOLVEMENT AND CONSULTATION**

**2.7.1** The Directors, Headteacher, Communications & Compliance Officer and the Senior Management Team will take reasonable steps to involve employees in health and safety related matters and will actively encourage them to make constructive health and safety suggestions to improve conditions within their own working environment.

**2.7.2** All employees will be involved in the management of health and safety and will meet regularly with their Supervisor to consider health and safety issues.

**2.7.3** In addition to the regular Team Meetings, a Health and Safety Meeting will be held on a quarterly basis. The meeting will be chaired by the Communications & Compliance Officer and will be attended by a representative from each department.

The meeting will have a fixed agenda consisting of:

- Significant Incidents.
- Matters Arising from Health and Safety Inspections
- Risk Assessments General Control Measures
- Legislative Updates/Topical Issues
- Matters of Concern Raised By Staff

The External Health and Safety Advisors will also attend where required to provide specialist advice and support. The meeting will keep minuted records which will be distributed through Team Leaders.

**2.7.4** All employees will be briefed by their Supervisor on any issue which is relevant to their health, safety or welfare, also on any matter arising from the Health and Safety meeting.

**2.7.5** Employees will be consulted where appropriate whenever any new risk assessments are carried out that involves their work activities or where an existing one is being reviewed. Their comments will be fed to the Communications & Compliance Officer via the Team Leader for that area.

**2.7.6** A designated safety notice board which will display, as a minimum, the following information:

- Ashbridge Independent School and Nursery Ltd Safety Policy Statement and Manual
- Health and Safety Law Notice
- Summaries of risk assessments relevant to that department
- Data on all hazardous substances/processes relevant to that department
- Names of first aiders within the department and location of First Aid facilities
- Actions regarding fire precautions procedures
- Emergency contacts
- Employers Liability (Compulsory Insurance) Certificate
- Relevant Topical Health and Safety Issues/Campaigns (to be updated regularly)

All Senior Managers are responsible for ensuring that sufficient information is provided for personnel under their control and for ensuring that the notice board is kept up-to-date.

## SECTION 3

### ARRANGEMENTS FOR ENSURING HEALTH & SAFETY AT WORK

#### Introduction

This section outlines general arrangements which will be implemented within Ashbridge Independent School and Nursery Ltd in order to ensure that the Health and Safety Policy is effectively put into practice.

It must be borne in mind that these are minimum general requirements and Senior Managers may need to implement further procedures and arrangements appropriate to their own individual area of responsibility in order to effectively control specific risks to health and safety.

<b>CONTENTS</b>	<b>ISSUE No</b>	<b>DATE</b>
3.1 Accident and Incident Reporting, Sickness and Absence	9	26 <sup>th</sup> April 2018
3.2 Electrical Safety	9	26 <sup>th</sup> April 2018
3.3 Fire Precautions	9	26 <sup>th</sup> April 2018
3.4 First Aid	9	26 <sup>th</sup> April 2018
3.5 Hazardous Substances	9	26 <sup>th</sup> April 2018
3.6 Personal Protective Equipment	9	26 <sup>th</sup> April 2018
3.7 Control of Contractors	9	26 <sup>th</sup> April 2018
3.8 Risk Assessment	9	26 <sup>th</sup> April 2018
3.9 Manual Handling	9	26 <sup>th</sup> April 2018
3.10 Display Screen Equipment	9	26 <sup>th</sup> April 2018
3.11 Training	9	26 <sup>th</sup> April 2018
3.12 Health and Safety Inspections / Audits	9	26 <sup>th</sup> April 2018
3.13 Lone Working	9	26 <sup>th</sup> April 2018
3.14 Infection Control	9	26 <sup>th</sup> April 2018
3.15 Violence in the Workplace	9	26 <sup>th</sup> April 2018
3.16 Asbestos	9	26 <sup>th</sup> April 2018
3.17 School & Nursery Security	9	26 <sup>th</sup> April 2018
3.18 Workplace Transport	9	26 <sup>th</sup> April 2018
3.19 Driver Policy	9	26 <sup>th</sup> April 2018

3.20	Legionella Control	9	26 <sup>th</sup> April 2018
3.21	Work at Heights	9	26 <sup>th</sup> April 2018
3.22	Monitoring & Review of Safety Management System	9	26 <sup>th</sup> April 2018

### 3.1) ACCIDENT AND INCIDENT REPORTING, SICKNESS AND ABSENCE

#### 3.1.1 Policy

It is the policy of Ashbridge Independent School and Nursery Ltd to report all accidents, diseases and dangerous occurrences as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

In addition, all incidents which result in minor injury or damage will be recorded and investigated in an attempt to prevent a recurrence. All employees are instructed to report all such occurrences immediately after treatment. They should also ensure that the appropriate Accident Report Form is completed, regardless of the severity of the injury. If, because of their injury, they are incapable of making an immediate entry, then that entry should be made by their supervisor.

The Headteacher and Communications & Compliance Officer will be notified immediately following any accident or incident and will be responsible for reporting the accident to the Enforcing Authority where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

#### **RIDDOR Reporting - Incident Contact Centre**

Tel: 0845 300 9923 (fatal or specified injuries only)

Internet: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

Post: RIDDOR Reports  
HSE  
Redgrave Court  
Merton Road  
Bootle  
L20 7HS

#### 3.1.2 Medication, Sickness and Accident Procedures - Children

(Please refer also to the “Meeting Medical Needs Policy” and “Medication, Sickness & Accidents Policy”)

##### Children – Medication

- Medicines are administered if a ‘Medication Form’ is completed by a Parent/Guardian
- Medicines are administered to a child only as per instructions on the form. Instructions on the container/bottle are checked; and any discrepancies brought to the attention of the parent/guardian before the medicine is administered.
- Any medicines supplied must be in original containers and are kept out of the reach of children, refrigerated if necessary or kept in safe storage at reception areas.

##### Children – Sickness and Illness Procedure

Cases of accident/sickness are reported to the Nursery Manager or Communications & Compliance Officer in School.

**Any child with a medical condition or illness must follow the school and nursery’s medical exclusion periods in accordance with the relevant policies and procedures.**

Environmental health are contacted if the management are concerned regarding any periods of sickness and their advisory procedures followed.

### Children- Accidents

All accidents are recorded on an Accident Form which is kept on file in each area of the school and nursery. The following information is recorded:

- Date and time of accident
- Name of child
- Factual description of accident
- Treatment given if necessary
- Signature of two members of staff
- Signature and date from parent/guardian or the designated person in temporary care who collects the child

**NB Entries are to be made in black ink with no erasures.**

These forms are signed by the parent/guardian or designated person in temporary care on collection of the child and then transferred to the main school/nursery accident log where they are collated, logged and assessed.

#### **3.1.3 Employees – Medication, Sickness, Accident and Hygiene**

All employees are responsible for their own safety and that of their colleagues whilst at work. Any illness which affects a member of staff's ability to fulfil their job role is to be reported to a member of the management team. All staff are required to complete a statement of health/medical fitness on joining the company and then annually. These medical statements are noted in the employee medical log.

If it is necessary for a member of staff to take medication whilst on the premises this must be secured safely in the staff room or office and not in areas used by the children. If a member of staff takes medication whilst on the premises, they do so entirely at their own risk. **At no time is any member of staff permitted to administer medication to another.** It is understood that members of staff with asthma, who require inhalers or epipens, in emergency, may need to keep such medication with them of accessible at all times. In such circumstances the member of staff must agree an acceptable procedure with a member of the management team which will be recorded in writing. If deemed necessary, a log of staff medication may be kept.

#### **3.1.4 Accidents – Staff**

In the event of an accident at work, all employees are to report this directly to the Headteacher or Communications & Compliance Officer, who records the accident details in the staff accident book held in the SMT offices.

All accidents are to be recorded in the 'staff accident log'. The following information is recorded:

- Name of member of staff
- Time and date of accident
- Description of incident
- Action taken and by whom
- Signature of responsible person

**NB All entries are to be made in black ink with no erasures.**

Only minor injuries following accidents are to be treated in line with the First Aid Policy and Procedure.

NB Where required any accidents to staff, pupils or visitors are reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

### 3.1.5 Occupational Health, Medical Fitness for Work and Sickness Absences

The health and wellbeing of the company team has a direct impact on the quality of the service we offer and as an employer Ashbridge has a duty to ensure the health and safety of all staff. As such this is closely monitored and considered.

All staff complete a declaration of health on joining the company and annually thereafter. The company ensure, through policies, procedures and practices that the workplace is a safe and healthy environment for staff. Punctuality, sickness and absence are monitored closely with return to work interviews being held following each period of absence.

The Senior Management Team have a duty to ensure the health and wellbeing of the team and as such offer support to any member of staff experiencing issues in this area. When the company have concerns regarding levels of absence due to sickness, the procedure is that a medical opinion may be sought by a suitably qualified practitioner. This is clearly outlined in the sickness and absence procedures and prior permission is requested whenever this takes place.

In all aspects of staff health and fitness for work, due consideration is given to DFE guidance issued May 1999, the DDA 1995 (as amended in 2005), and the procedures adopted by ACAS are followed.

### 3.1.6 Employees Sickness Procedure

- If a member of staff is unwell at work they must report this to their supervisor who will take the appropriate action and record this in the company diary.
- If a member of staff is unable to work due to sickness then the following procedure is to be followed:
  - Call in person at least one hour before shift, or as soon as is reasonably practical
  - State reason for absence
  - Action being taken
  - Expected return to work if known at this time

When calling, staff should speak to a member of the Senior Management Team.

Staff must update the Senior Management Team each day informing them of state of health and possible return date.

- Self certification certificate must be completed for 1 – 7 days absence.
- A fit to work note from a doctor or hospital must be given for more than 7 days absence.
- On returning to work a return to work interview will be conducted and kept on personal records.

### **3.2) ELECTRICAL SAFETY**

- 3.2.1** No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger. All such work will only be undertaken by a suitably qualified electrical contractor.
- 3.2.2** The entire fixed electrical system within the school and nurseries will be examined by a suitably qualified electrical contractor registered with the National Inspection Council of Electrical Installers and Contractors (NICEIC) at intervals not exceeding 5 years and appropriate steps taken on the basis of his report.
- 3.2.3** The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. All portable electrical equipment (i.e. anything with a plug) will be examined by a qualified electrical contractor at intervals as deemed necessary by the regulations.
- 3.2.4** A register of all portable electrical appliances will be kept by the Headteacher/ Communications & Compliance Officer and the results of the examination and test of each appliance recorded. The register and the test results may be held in a computerised inventory. Visual confirmation of the examination and test of each appliance will also be affixed to the appliance.
- 3.2.5** Employees own electrical equipment, or any equipment donated or loaned to the school/nursery, will not be permitted for use until it has been examined and certificated as being safe for use. If the equipment remains on site permanently it must be entered into the register and subject to the required test programme. There may be occasions where pupils bring in their own electrical devices such as tablets for educational purposes and it would be impractical to get all of these checked by a competent contractor. The member of staff should satisfy themselves that any such device along with the leads and the plugs appear to be in a good working condition prior to use.
- 3.2.6** Where possible all electrical equipment will be protected by residual current devices which will switch off the current in the event of a fault. These devices will be subject to a programme of regular inspections/testing in accordance with the manufacturers or installers recommendations.
- 3.2.7** The user of each piece of electrical equipment will perform a brief visual inspection each month, paying particular attention to the condition of cables. A report will be made to the relevant supervisor who will forward onto the Communications & Compliance Officer of any actual, or suspected, faults suggested by the visual examination. The equipment will also be taken out of use until being certified as safe to use by an electrical contractor.



### **3.3) FIRE PRECAUTIONS**

- 3.3.1** A dedicated fire log will be held by the Headteacher/ Communications & Compliance Officer in which will be recorded details of fire alarm tests and fire evacuation drills. A record of other relevant fire safety inspections and maintenance procedures will also be held in the log.
- 3.3.2** Ensure that at the beginning of each working day a Manager will check that all fire exits within the relevant area are unlocked and unobstructed. The name(s) of the nominated employees will be recorded in the Fire Log where appropriate.
- 3.3.3** The fire alarm system will be tested on a regular basis (this will be carried out after 6 pm once the school/nursery has closed). Responsibility for the fire alarm tests will rest with the Caretaker at the school / nurseries and the Site Maintenance Team at Fledglings. In the Caretaker's absence, the task will be undertaken by a nominated employee as the Communications & Compliance Officer decides.
- 3.3.4** Fire evacuation drills will be held on at least a termly basis, the precise timing to be decided by the Headteacher/ Communications & Compliance Officer. They will initiate any fire evacuation drill and the relevant Senior Manager will be responsible for ensuring that all persons within their area are properly evacuated and accounted for. In the event of a nominated Fire Warden being absent, a person will be nominated by the Headteacher or Communications & Compliance Officer.
- 3.3.5** Fire extinguishers will be checked on an annual basis on a service contract held with the supplier. Any extinguisher which is used and partly discharged will be returned to the supplier and a refill obtained.
- 3.3.6** On the Health and Safety Notice Board, in the reception area and at all final exit points, printed notices will be exhibited stating, in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm.
- 3.3.7** Senior Managers will be responsible for ensuring that fire precautions are sufficient. This may include:
- Housekeeping/Storage
  - Fire fighting equipment
  - Fire notices/information
  - Means of escape
  - Alarm/evacuation procedures
- 3.3.8** All employees will receive basic fire training as part of their induction. Basic fire safety awareness training will be repeated for existing staff on an annual basis.

The training will include the following:

- the action to be taken upon discovering a fire
- the action to be taken on hearing the alarm
- raising the alarm
- the location and use of fire fighting equipment
- the knowledge of escape routes

- the appreciation of the importance of fire doors and of the need to close all doors at the time of a fire and on hearing the fire alarm
- evacuation of the premises to an assembly point where a roll-call can be made
- ensuring access and egress routes, fire exit doors etc are kept free from obstruction

**3.3.9** In the event of a fire, the Senior Management Team will:

- confirm that the emergency services have been contacted
- ascertain the location, type and extent of the fire
- initiate a roll-call for employees, children and visitors
- liaise with the emergency services attending, giving information concerning:
  - a) the location, type and extent of the fire
  - b) missing persons
  - c) location of services isolating points
- liaise with the emergency services before re-entering the premises
- ensure that all discharged fire extinguishers are replaced
- advise the Directors of the type, extent and result of the fire as soon as practicable
- instigate an investigation into the circumstances and causes of the fire

### **3.4) FIRST AID**

#### **3.4.1 Policy on First Aid**

It is Ashbridge Independent School and Nursery Ltd's policy to comply with the Health and Safety (First Aid) Regulations 1981, relevant Codes of Practice and good working practices by training and appointing a suitable number of people and providing suitable and sufficient facilities. This policy should be read in accordance with the established "First Aid Policy, Guidance and Procedures".

#### **3.4.2 First Aid Procedure**

- Supervisors are responsible for informing staff of the location of First Aid boxes which are in each area of the building.
- First Aid supplies are kept in the First Aid Box at all times and/or returned immediately after use.
- All First Aid materials are kept out of the reach of children at all times in the allocated places.
- All permanent staff hold First Aid qualifications and internal training opportunities take place regularly to ensure staff hold up to date qualifications.
- The nominated First Aiders are all Senior Managers.
- Only minor accidents/sickness are treated. Staff must always check that the child or member of staff does not have an allergy prior to giving any treatment (see Allergy Management Policy).
- No medicines are administered to children unless they are supplied by their parent/guardian and only then if a Medication Form has been completed and signed by their parent/guardian (see Medical Needs Policy).
- In the event of a serious accident the Headteacher and Communications & Compliance Officer are contacted and the appropriate action taken. An Incident Form is also completed at this stage.
- If a child is unwell, this is reported to a member of the Senior Management team who takes the appropriate action.
- Only staff who are qualified to do so may administer first aid to either children or adults employed by the company.

#### **3.4.3 First Aid Boxes**

First Aid Boxes are located within each reception area.

These boxes are checked, replenished and stock rotated where appropriate by Team Leaders. The contents of First Aid Boxes for children are in line with the relevant guidelines.

#### **3.4.4 First Aid Information**

The Regulations require all persons (including visitors or contractors) to be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

Notices to this effect will be displayed on Health and Safety Notice Boards, where they can be easily seen. These notices will give information regarding the location of the first aid facility and the name of the First Aiders within individual areas.

### **3.5) HAZARDOUS SUBSTANCES**

- 3.5.1** Hazardous substances (as defined by the Control of Substances Hazardous to Health Regulations 2002 (as amended)) will only be brought on the premises where this is found to be unavoidable. Every effort will be made to ensure that, so far as possible, non-hazardous substances are purchased for use or, where there is no non-hazardous substance which is suitable, that the least hazardous substance is obtained.
- 3.5.2** The quantities of hazardous substances stored and used on the premises will be the minimum quantities consistent with the needs of the school/nursery and with sound commercial purchasing practice.
- 3.5.3** The Headteacher and Communications & Compliance Officer will identify all hazardous substances to which persons may be exposed and will compile a register of all such substances. For each substance, the Headteacher or Communications & Compliance Officer will then obtain suppliers/manufacturers' safety data sheets, which suppliers must provide by law. These outline the hazards of the substance, also indicating any precautions which are necessary.
- 3.5.4** Before any hazardous substance is brought onto the premises for the first time manufacturers/suppliers' safety data sheets will be obtained and suitable judgements made of the necessity for, and utility of, the substance.
- 3.5.5** Where additional information to the contained in the safety data sheet is required, further assessments will be carried out by the External Safety Advisors who will seek specialist advice as required. The assessments will be reviewed when there is a material change in circumstance and, in any event, on an annual basis. Where relevant, assessment summaries will be displayed on Health and Safety Notice Boards and in the hazardous materials storage cupboards. All substances must be used in accordance with the guidance or the Safety Data Sheet/assessment.
- 3.5.6** Dedicated lockable storage cupboards will be provided for the storage of hazardous substances. Substances must be kept here at all times whilst not in use, and must be returned immediately after use. The cupboard must be kept locked at all times.
- 3.5.7** All substances must be kept in their original container where possible, and any labels or hazard warning signs must be clearly visible. Where it is necessary to use a substitute container, then this must be of an approved type and must have all relevant labels/warning symbols clearly displayed. Under no circumstances must unauthorised containers such as drinks bottles, glass jars etc be used to store hazardous substances.
- 3.5.8** Senior Managers are responsible for ensuring that the above procedures are strictly adhered to.

### **3.6) PERSONAL PROTECTIVE EQUIPMENT (PPE) – GENERAL**

- 3.6.1** Where a need for the wearing of personal protective equipment is identified (whether by legislation or otherwise) all employees are required to use, and take care of, such equipment. Senior Managers must ensure that all personnel under their control comply with this requirement.
- 3.6.2** The Headteacher, Communications & Compliance Officer and Senior Managers will ensure that each employee is issued, on a personal basis, with the appropriate protective equipment free of charge, and that an issue record is kept for all non-disposable items.
- 3.6.3** Appropriate disposable items of PPE will be kept in all work areas where it is readily available for use by all employees. Senior Managers are responsible for ensuring that supplies are replenished as and when necessary.
- 3.6.4** PPE for use in specified areas or tasks is appropriately colour-coded, and must only be used in the area or task for which it is specified (e.g. separate items are required for cleaning and food preparation).
- 3.6.5** The colour coding system, and the correct use of PPE is covered in the induction training programme which is provided to all staff.
- 3.6.6** After use all disposable PPE must be correctly disposed of in line with the relevant waste disposal procedure.

### **3.7) CONTROL OF CONTRACTORS**

#### **3.7.1 Introduction**

The term 'contractor' means anyone (individual or organisation) who enters into an agreement (written or oral) with Ashbridge Independent School and Nursery Ltd to carry out services.

#### **3.7.2 Policy**

It is the policy of Ashbridge Independent School and Nursery Ltd to ensure the health and safety not only of our employees and visitors, but also the health and safety of any contractors we employ.

In order to implement this policy the Communications & Compliance Officer will:

- 1) Request information where appropriate from the Contractor on their Health and Safety Policy and Procedures, their Director responsible for safety and their Site Safety Arrangements.
- 2) Request copies of their insurance cover certificates in respect of employers' liability and third party risks.
- 3) Establish rules and guidelines for their activities whilst on the premises.
- 4) Provide information as necessary on risks which may be encountered in carrying out approved work on Ashbridge Independent School and Nursery Ltd's behalf, and identify activities and actions which must be avoided.
- 5) Ensure that the contractors are not creating any risks or hazards to themselves or to Ashbridge Independent School and Nursery Ltd's employees, children or visitors to site.
- 6) Agree and define the areas in which the work is to be carried out, the approved routes to and from the work areas and any areas which are out of bounds to the contractors.
- 7) Ensure that any work equipment or workplace used by regular contractors is maintained in a safe condition and that any persons are suitably trained to operate such equipment.

Where possible all work will be carried out outside school/nursery hours, or whilst the children are not present.

### **3.8) RISK ASSESSMENTS**

- 3.8.1** The Headteacher and Communications & Compliance Officer will ensure that risk assessments are carried out for all activities which pose significant risk and that all such assessments are properly recorded.
- 3.8.2** As the first step in making such assessments, the Headteacher/ Communications & Compliance Officer, together with Senior Managers will identify all significant hazards within their areas of responsibility.
- 3.8.3** Where possible, these hazards will then be eliminated by such means as are reasonably practicable.
- 3.8.4** In circumstances where a hazard cannot immediately be removed, the risk posed by that hazard will be assessed by an appropriate team which may include the relevant Senior Manager, Team Leader, employee(s) concerned. The External Safety Advisors will provide appropriate guidance.
- 3.8.5** All measures necessary to control or reduce that risk will be considered and recorded, and the appropriate action taken as soon as possible. The Senior Manager or Team Leader will be responsible for ensuring action is taken within their area of control.
- 3.8.6** Records of all risk assessments will be kept by the Headteacher/ Communications & Compliance Officer and reviewed on an annual basis in order to establish their continual validity. Copies of relevant assessments will also be displayed on relevant departmental Health and Safety Notice Boards.
- 3.8.7** A risk assessment will be carried out prior to the commencement of any ‘one-off’ or off-site activity (e.g. school/nursery trips, sports events etc). These will consider the risks arising from the activity concerned, and also the level of supervision required. The assessment will also identify individual children’s needs.

Where possible information or a risk assessment will be obtained from the site being visited or by the organisation providing or organising the activity concerned.

### **3.9) MANUAL HANDLING**

**3.9.1** Ashbridge Independent School and Nursery Ltd will endeavour to control and make safe, as far as reasonably practicable, any manual handling activity which presents a significant risk of injury.

**3.9.2** An assessment will be carried out for all tasks which pose significant risk of injury.

**3.9.3** The assessment process will seek to reduce the risk of injury to the lowest reasonably practicable level by identifying suitable control measures.

**3.9.4** Information, instruction and training will be provided to all employees carrying out manual handling activities which can not be eliminated. Information will also be on the Health and Safety Notice Board.

#### **3.9.5 Specific Responsibilities**

##### **Employees will:**

1. Ensure they are aware of the control measures identified by any Manual Handling Risk Assessment for all significant manual handling activities they undertake and comply with the measures necessary to minimise the risk of injury.

##### **Supervisors will:**

1. Inform the relevant Senior Manager, of any significant risks in their area of control for which a manual handling assessment may be required.
2. Ensure the control measures put forward in the assessments are implemented and monitored.
3. Ensure employees comply with the control measures identified.
4. Oversee 'one off' manual handling activities to ensure all reasonable precautions are taken.

##### **Headteacher/ Communications & Compliance Officer will:**

1. Ensure all significant manual handling activities have been identified, a risk assessment carried out and control measures put into effect in a prioritised manner.
2. Ensure that the risk assessments carried out for manual handling activities are suitable and sufficient and that manual handling risks are taken into consideration when planning individual activities.
3. Ensure that training is provided to all employees who may be at risk. The training will include an awareness of the factors to consider in making a simple assessment of risk, and the need to avoid injury by adopting safe lifting and handling techniques.



### **3.10) DISPLAY SCREEN EQUIPMENT**

- 3.10.1** Display screen equipment is used within Ashbridge Independent School and Nursery Ltd however, not all employees who use this equipment will be classified as a 'user' under the Health and Safety (Display Screen Equipment) Regulations 1992. Therefore the full extent of these Regulations may not apply in all cases.
- 3.10.2** In order to determine whether or not they fall into this category, the Communications & Compliance Officer will identify how extensively DSE is used by any potential users.
- 3.10.3** Suitable and sufficient information will be provided to all users on the risks arising from the use of display screen equipment, and the precautions they need to take.
- 3.10.4** Following provision of this information, all users will be required to carry out an assessment of their own workstation, under the guidance of the External Safety Advisors where necessary. The Communications & Compliance Officer will be responsible for ensuring that any control measures identified by the assessment are actioned as necessary.
- 3.10.5** All users are entitled under the Regulations to an eyesight test, to be carried out by a registered practitioner, at the organisation's expense. The results of all such tests will be collated by the Communications & Compliance Officer. Tests should be carried out at regular intervals (as advised by the optician).
- 3.10.6** Where the results of the test shows that corrective appliances are necessary (specifically for DSE use only, in order to correct vision defects at the viewing distance of the screen from the user) these will be provided at the Company's expense, (as required by the Regulations).

### **3.11) TRAINING**

**3.11.1** The Headteacher and Communications & Compliance Officer, in conjunction with the relevant Senior Managers will ensure that every new employee receives initial induction training which must include:

a) The location of:

- all fire exits, fire exit routes, and fire drill assembly points and the location of the first aid facilities.
- the location of fire extinguishers and the appropriate use of the various types of extinguisher.
- the location of toilet and washing facilities and other welfare facilities.
- the location of the Health and Safety Notice Board.

b) An explanation of:

- Ashbridge Independent School and Nursery Ltd's Health and Safety Policy and an outline of the arrangements for its implementation.
- Specific rules and procedures.
- fire precautions.
- the procedure to be observed in the event of accident/illness.
- the disciplinary procedures which may result from breaches of health and safety rules.

c) Instruction in:

- safe manual handling/lifting techniques.
- safe use of hazardous substances
- use of protective clothing and equipment.
- the importance of cleanliness/hygiene and good housekeeping.

**3.11.2** The Headteacher/ Communications & Compliance Officer in conjunction with relevant senior managers will ensure that the new employee does not commence their duties until the necessary induction training has been given and a training instruction acknowledgement record completed.

**3.11.3** The employee will then embark on an intensive induction training programme, during which they will work under close supervision.

At all stages during the induction period the employees performance will be monitored, and they will be specifically authorised to carry out certain tasks and activities by their manager once deemed competent to do so.

**3.11.4** The employees performance will be reviewed regularly via the staff appraisal process. An appropriate level of Health and Safety Awareness training will be provided to all employees on an annual basis.

**3.11.5** Additional health and safety management training will be provided where employees take on additional responsibilities, or are promoted to a supervisory or managerial position.

**3.11.6** Records of all training will be kept by the Senior Management Team.

### **3.12) INSPECTIONS / AUDITS**

- 3.12.1** Regular inspections will help to maintain standards of housekeeping and welfare arrangements and will help to ensure compliance with the requirements of the Health and Safety at Work etc Act 1974 and other statutory requirements. Relevant Senior Managers and Supervisors are responsible for ensuring that regular inspections are made within their areas of responsibility.
- 3.12.2** Senior Managers must keep a written record of all such inspections and are responsible for ensuring that any remedial action identified as a result of the inspection is actioned.
- 3.12.3** The Headteacher, Communications & Compliance Officer and/or External Safety Advisors will also carry out safety inspections within the workplace, however these are additional to, and do not absolve the Senior Manager from the above responsibilities.
- 3.12.4** Records of all inspections will be overseen by the Headteacher/ Communications & Compliance Officer who will monitor areas of concern/regularly occurring issues, and take the appropriate action.

The results of inspections/audits will also be discussed at the Health and Safety meetings.

- 3.12.5** The External Safety Advisors will arrange for a 6 monthly safety audit of the whole organisation to be carried out.

This audit will review not only workplace conditions but also health and safety documentation and management systems. Following this audit a report will be produced with an action plan for a programme of health and safety improvements within Ashbridge Independent School and Nursery Ltd.

### **3.13) LONE WORKING PROCEDURES**

**3.13.1** All persons who may undertake lone working practices must ensure that, in their opinion, they are in good health and medically fit to work alone. Should any employee have any condition or be suffering from any form of ill-health which may affect their ability or safety whilst working alone, must inform the Directors.

**3.13.2** Where possible all routine work activities should be planned so as to avoid the need to work alone without proper supervision. Activities necessitating the need to work alone should only be carried out where there is no reasonable alternative.

**3.13.3** Prior to commencing working alone all employees must ensure that you have adequate means of communication (i.e. mobile phones) and this must be kept on your person throughout the duration of the activity. It is the employees responsibility to ensure that:-

- The battery is fully charged, and will remain charged for the duration of the activity.
- The signal reception in the area is sufficient to make and receive calls.

**3.13.4** All lone working employees must take care to ensure your safety and the security of the premises at all times. Ensure that all entrance gates and barriers are closed after use. At the end of the activity, care must be taken that all premises are locked and secured, and all alarm systems are activated where appropriate.

**3.13.5** Prior to the commencement of any activity, lone working employees must ensure that you have read and fully understood the written risk assessment for the particular activities it is planned to undertake.

**3.13.6** Under no circumstances must any activity commence unless a suitable and sufficient risk assessment has been carried out beforehand.

**3.13.7** Lone working will not be permitted under the following circumstances:-

If the planned activity is a specified 'high risk' operation such as:-

- Working under temporary structures etc.
- Work involving the use of moving machinery.
- Work which may involve contact with live electrical equipment.
- Any activity where significant hazards were identified by risk assessment.
- Other activities may be included in this list at the discretion of the Directors.

**3.13.8** Under no circumstances whilst working alone must any employees operate or attempt to operate any vehicle, plant, machine or process unless they have been trained, authorised and deemed competent to do so.

**3.13.9** A specific risk assessment has been carried out for the cleaners who are on site after normal working hours. They have access to mobile phones and work on a structured rotation basis so each know where the others are. The buildings are locked and secure when they are working so no unauthorised access will be gained. There is also a tannoy system in place.

### **3.14) INFECTION CONTROL**

- 3.14.1** Ashbridge School and Nursery are committed to having clear arrangements for the effective prevention, detection and control of infection. We have robust “Medical Needs” and “Sickness” policies in place to protect children and staff from infection as far as is reasonably practicable.
- 3.14.2** Our sickness policy outlines procedures for dealing with communicable diseases and parents are requested to inform the nursery and school immediately if children are sick or diagnosed with any medical condition or allergy.
- 3.14.3** The manager of each area is responsible for monitoring the health and wellbeing throughout the course of the day as well as keeping their areas clean and tidy. Anti-bacterial sprays are available in all areas and a central stock is kept to ensure it doesn’t run out. The whole premises are cleaned thoroughly by external cleaners at the end of each day.
- 3.14.4** If there is an incident where a child is sick within the room or toilet area, the staff responsible will move the other children out of the area and carry out a full clean up before allowing the children to re-enter the room. The individual child’s parents will be notified and the sickness policy will be adhered to.

#### **3.14.5 Definition of an Outbreak:**

*An outbreak of infection or other food borne illness may be defined as two or more linked cases of the same illness, or when the number of observed cases of an infection unaccountably exceeds the expected number.*

- 3.14.6** There will always be children that are ill and who show similar symptoms within the school and nursery environment. Suspected outbreaks must be notified to the local Environmental Health team at South Ribble Borough Council (01772) 421491 at the earliest opportunity.

Further information and guidance can be received from the Infection Control Team at Public Health England- Tel: 0344 225 0562 Option 2.

- 3.14.7** There are various measures that may be required and the Communications & Compliance Officer will liaise with the relevant public health professionals above and take the necessary action based on the advice given.

#### **3.14.8 Contact with Animals**

On site at Lindle Lane there are the following animals: donkeys, rabbits, guinea pigs.

Contact with animals play a valuable part in the education and development of children and young adults, and provide an enjoyable experience for many people. It is uncommon for people to become ill as a result of contact with animals. However, Ashbridge School and Nursery takes this issue very seriously to ensure that there remains a safe environment for pupils and staff.

All animals naturally carry a range of micro-organisms, some of which cause no illness in the animal but can be transmitted to humans. Diseases passed from animals to humans are known as zoonoses.

The HSE guidance note “Preventing or controlling ill health from animal contact and visitor attractions” has been reviewed and provisions are put in place where relevant to comply with this document.

The children are restricted from direct contact with the animals via supervised access and barriers.

The Communications & Compliance Officer will ensure that the health and condition of all the animals are continually assessed to ensure that they are safe to be onsite. A local vet is available to provide advice / assistance if required.

### **3.15) VIOLENCE IN THE WORKPLACE**

**3.15.1** The Health and Safety Executive's definition of work-related violence is:

'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'

**3.15.2** Historically violence in the workplace has not been an issue. However, we remain vigilant and make every effort to protect our staff and other children / pupils from the possibility of being subjected to violence at work or during their time on site.

**3.15.3** There are behaviour and anti-bullying policies in place for the school and nursery which outline the standards of behaviour expected and what should happen if an incident arises. All incidents are discussed at the periodic health and safety meetings should an issue require attention.

### **3.16) ASBESTOS**

**3.16.1** There is no requirement to undertake asbestos surveys at the school or nurseries as they were all built post 2001 and no asbestos has been used in the construction of the future buildings at the site. Any contractors working on site will be made aware of this prior to commencement of the required works.

### **3.17) SCHOOL & NURSERY SECURITY**

**3.17.1** The Headteacher and Communications & Compliance Officer both recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Ashbridge School and Nursery. The procedures are described in the Security Policy and Missing Child Policy and are based on the risk assessments that have been carried out.

**3.17.2** The following measures are an example of controls put in place and are highlighted in more detail with the aforementioned policies:

- Controlled access via main receptions;
- CCTV covering the whole of the site;
- Visitor / Contractor control systems;
- Fencing around perimeter of the site and restricted barriers around areas of play;
- Registers for all children and pupils recording in and out;
- Supervision of children and pupils at all times whilst on site.

**3.17.3** Security is fundamental and all persons who work or visit the site have a role to play in ensuring the necessary precautions are taken place. All staff must be aware of the security procedures, especially staff that have been given a specific role to play.

**3.17.4** All staff inductions will include the security policy and will be recorded on the employees training profiles. These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of shared use of the building. Parents will be informed about the school security arrangements and what is expected of them, e.g. when visiting the school or at handover times.

### **3.18) WORKPLACE TRANSPORT**

**3.18.1** A full risk assessment has been carried out regarding workplace transport risks at the school and nursery site. There are marked bays in the car parks and speed limit signs throughout the site. There are speed calming measures in place to ensure drivers slow down whilst on site. Since the redevelopment of the site in 2016 there is now a one way system through the site. Parents are reminded via the newsletters to ensure they abide by the site rules and periodic observations are made by senior staff.

Risk assessments are also in place for the other nursery sites and have clear transport routes for visitors which are continually monitored by staff.

All work vehicles used by the grounds maintenance contractors are restricted to ensure the speed is kept to a minimum and are fitted with horns to alert people to their presence.

**3.18.2** There is a dedicated goods/service & staff vehicle entrance at the school and nursery site which is separate from the one for the public and children. There is a secure gate with keypad entry / intercom system linked to the main reception.

### **3.19) DRIVER POLICY**

**3.19.1** All employees who drive company vehicles must provide a driver check code annually so their UK DVLA driving licence can be checked. All employees will be covered by the company fleet insurance. Any driving convictions whilst using a company vehicle or not must be reported to the Communications & Compliance Officer without delay or at least within 24 hours of being notified of the conviction.

**3.19.2** Employees are instructed that “While driving company vehicles, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits”.

**3.19.3** Each employee who uses a company vehicle will be responsible for carrying out basic checks on the vehicle prior to use to ensure that it is roadworthy and that all the lights are working.

**3.19.4** It is the responsibility to ensure that all passengers are using the correct restraint as provided and as appropriate for their age / size. Any queries regarding this issue should be made to the Communications & Compliance Officer and no person should be transported if the driver is unclear on the legal requirements.

**3.19.5** In the event of a road traffic accident the employee must stop and contact the Communications & Compliance Officer by mobile telephone. The must record all details and take photos of any damage caused not matter how small they may seem. Try to get the following information:

- details of the other vehicle(s) and registration number(s)
- name(s) and address(es) of the other vehicle owner(s) and driver(s)
- name(s) and address(es) of any witness(es)
- name(s) of insurer(s).

Give the following information only:

- your name and address and company details.



### **3.20) LEGIONELLA CONTROL**

As the person in control of the premises, the Director of Operations has carried out an assessment of the associated risks from exposure to legionella bacteria and has determined that there is no reasonably foreseeable risks. The risks associated with the mains pressure hot water system are low and are being properly managed to comply with the law. There is no need to take any further action at this stage, but any existing controls must be maintained and the assessment reviewed regularly in case anything changes in the system.

### **3.21) WORK AT HEIGHTS**

There will be no work at heights carried out by any staff at Ashbridge School and nurseries. All works will be assessed by the Communications & Compliance Officer and a suitably competent contractor would be appointed to carry out the works in accordance with the policy highlighted in paragraph 3.7 “Control of Contractors”.

### **3.22) MONITORING & REVIEW OF SAFETY MANAGEMENT SYSTEM**

- 3.22.1** The Communications & Compliance Officer will continually monitor the implementation of the company health and safety policy and will carry out an audit and full review of all the safety documentation in consultation with the company health and safety advisors on an annual basis.
- 3.22.2** The health and safety policy will be amended accordingly whenever there are any material changes in work activity / use of work equipment or at any other reasonable time. All employees will be consulted prior to any changes in safe methods of work.

**PLEASE NOTE THAT FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY COMPROMISE YOUR PERSONAL SAFETY AND WILL BE TREATED AS SERIOUS MISCONDUCT BY THE COMPANY.**

## APPENDIX

### Blank forms and checklists referred to in the Safety Policy Manual

1. CONTRACTORS INFORMATION
2. MANUAL HANDLING ASSESSMENT
3. HSE GUIDANCE – MANUAL HANDLING  
<http://www.hse.gov.uk/pubns/indg143.pdf>
4. DISPLAY SCREEN EQUIPMENT – Employee / Workstation Assessment
5. DISPLAY SCREEN EQUIPMENT GUIDANCE  
<http://www.hse.gov.uk/pubns/indg36.pdf>