# Edward Jenner School

# HEALTH AND SAFETY POLICY

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| --- | --- | --- |
|  | Date | Signed |
| Date reviewed | March 2024 | A Brookes |
| Ratified by Head | March 2024 | P Brookes |
| Date of next review | March 2025 | |

**This policy applies to:**

* The whole school along with all activities provided by the school, including those outside of the normal school hours;
* All staff (teaching and non-teaching) and volunteers working in the school.

**In our school the term ‘staff’, in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, apprentices, contractors, agency staff, volunteers and proprietor.**

**Related Documents:**

* Health and Safety Poster
* EJS Health and Safety on Outdoor Education and Off-site Educational Visits Policy
* EJS Safeguarding Policy
* EJS Safer Recruitment and Selection Policy
* EJS Anti Bullying Policy
* EJS Behaviour Policy
* EJS First Aid Policy

**Availability:**

* The Health and Safety Policy, along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Edward Jenner School. They are required to state that they have read and understood such documents and confirm this by signing the declaration.
* This policy is made available to parents, staff and pupils on request, a copy may be obtained from the School Reception either electronically, or printed. Accessible forms e.g. large print will be provided if requested.

**Monitoring and Review:**

The proprietor and head undertake a formal annual review of the Health and Safety Policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown above, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

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# Introduction

* 1. Edward Jenner School is required to set out the Health and Safety arrangements in a written Health and Safety policy. DfE Guidance 2014 *Health and Safety Advice on Legal Duties and Powers* requires the employer to have:
     1. a general statement of policy;
     2. identified who is responsible for what (delegation of tasks);
     3. arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.
  2. Account has been taken of School trips and outdoor learning activities - HSE: tackling health and safety myths

<https://www.hse.gov.uk/education/sensible-leadership/index.htm>

* 1. In accordance with the Health and Safety at Work Act 1974, the employer (Edward Jenner School Limited) is responsible for Health and Safety, although tasks may be delegated to staff.
  2. Employees also have a duty to look after their own and others Health and Safety. Employers, school staff and others also have a duty under common law to take care of pupils in the same way that a prudent parent would.
  3. The arrangements outlined in this statement and the various other safety provisions made by the Head /Proprietor cannot prevent accidents or ensure safe and healthy working conditions. The Head/ Proprietor believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone’s personal health and safety. The Head/Proprietor will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.
  4. The Head/Proprietor, when delegating responsibility for carrying out a particular Health and Safety function to employees, must ensure that the persons are:
     1. aware of the duty,
     2. know how they are expected to perform it,
     3. provided with any necessary information, instruction, training and supervision and resources (including time).
     4. In addition, suitable measures for monitoring performance standards must be in place.

# General Statement of Health and Safety Policy

* 1. Edward Jenner School Limited notes the provisions of the Health and Safety at Work etc Act 1974, which places responsibilities on all our staff and in so doing conducts its employment in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in its employment, but who may be affected by it, are not exposed to unacceptable risks to their Health and Safety. The aim of Edward Jenner School Limited is to provide a safe and healthy working and learning environment for staff, pupils and visitors believing that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.
  2. The Health and Safety Executive (HSE) enforces Health and Safety law relating to the activities of independent schools and would normally take action against the proprietor if circumstances necessitated. However, in some circumstances, for example where an employee failed to take notice of the School’s policy or directions in respect of Health and Safety, the HSE may take action against the employee as well or instead.
  3. Arrangements are made for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances. Procedures are formulated for use in case of fire and evacuation of the school premises. Procedures are identified and followed in case of an accident. Safety is considered within the curriculum, including developing Risk Assessments and is taught as part of pupils’ duties as appropriate. Provision is ensured so that there is sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own Health and Safety whilst ensuring that they have access to Health and Safety training as appropriate or as and when provided.
  4. With regard to the welfare, health and safety of pupils in our school, we take into consideration:
     1. safeguarding arrangements including safer recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
     2. procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, ethnic group, race, religion and belief, gender reassignment, sexting, family circumstances or disability;
     3. the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
     4. the provision of a safe and secure school environment, including the elimination of potential risks to pupils’ welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of pupils with priority needs, special planning provision is included for children with ASD taking part in school visits
     5. the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations
     6. how effectively the arrangements for pupils’ care in the event of sickness, accident or injury are implemented
     7. how our pupils are supervised during school hours
     8. the effectiveness of the school’s monitoring and recording systems for pupils’ attendance and punctuality
     9. how well the school reviews admission arrangements and makes adjustments to ensure the accessibility of the school’s premises and curriculum for all pupils
     10. the way we teach children how to understand and respond to risk, for example risks associated with extremism (prevent training), new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways; (Skillzone)
     11. the views expressed by pupils, and different groups of pupils, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, gender, homophobia and different types of bullying and harassment.
     12. the views of parents and carers, staff, proprietors and others .
  5. We have policies and audit procedures relevant to our responsibilities, duties and arrangements for Health and Safety along with have a system for assessing risks on all the tasks and activities we do and the areas and locations we do them in. Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable. We have a risk assessment file documenting this.

# Responsibilities of the Directors:

The Directors of Edward Jenner School Limited, are ultimately responsible for ensuring the implementation of this policy. In particular they will: monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and revise and amend it on a regular basis as necessary;

* 1. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place at least once a half term with consideration taken for part time students to practice and for the outcome to be recorded to facilitate improvement;
  2. ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
  3. make arrangements to draw the attention of all staff employed at EJS to school and departmental safety policies and procedures together with any other safety guidelines and information issued by the relevant authorities;
  4. ensure that the registration sheet to record the arrival and departure of all visitors is completed;
  5. make arrangements for the implementation of accident reporting procedures and draw these to the attention of all staff at the school as necessary;
  6. ensure that regular safety inspections are undertaken;
  7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
  8. ensure that any defect in the fabric of the building is attended to immediately or ensure in the interim that arrangements are made to limit the risk identified;
  9. monitor through the Health and Safety Manager the activities of contractors, hirers and other organisations present on site as far as it reasonably practical;
  10. identify any member of staff having direct responsibility for particular safety matters or specifically delegated to assist in the management of Health and Safety at EJS. Such delegated responsibility must be defined as appropriate;
  11. identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others, while providing a healthy and safe environment for pupils to enjoy learning;
  12. make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other Health and Safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations 1999;
  13. ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the pupils in our care, including compliance with the GSCP
  14. <https://www.gloucestershire.gov.uk/gscp/traded-services-for-educational-settings/safeguarding-in-education/guidance-for-new-headteachers/>
  15. and Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" as amended;
  16. provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
  17. minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
  18. seek support from and consult with employees on matters concerning their Health and Safety;
  19. provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
  20. have a clear understanding on actions to take in the event of any emergencies;
  21. train all staff in the particular Health and Safety issues that affect pupils;
  22. ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
  23. adopt and maintain an effective policy, organisation and arrangements for the provision of Health and Safety throughout the school;
  24. comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*;
  25. hold regular meetings that include Health and Safety as a fixed agenda item;
  26. ensure duty rotas take into consideration both regulatory and best practice staffing ratios for the age range of the school community (Year 1-Year 11) and
  27. ensure specific controls and procedures are in place for the safety of the pupils in our care from the point of arrival to the point at which they depart.

# Duties of the Head

* 1. The Head acts as the focal point for day to day references on safety and gives advice; indicates sources of advice, obtaining, where necessary, external advice. The following which is not an exhaustive list includes:
  2. carrying out the role of the implementation, monitoring and development of this policy;
  3. monitoring general advice given by appropriate authorities on safety matters and advise on its implementation at EJS along with co-ordinating arrangements for the design and implementation of safe working practices
  4. investigating any specific Health and Safety problem identified and taking or recommending remedial action as appropriate such as a method of working ceasing on Health and Safety grounds on a temporary basis subject to further consideration by the Directors;
  5. ensuring that regular safety inspections of EJS and its activities are carried out, with recommendations on methods of solving any problems identified;
  6. ensuring that staff control of resources, both financial and other, giving due regard to safety co-ordination arrangements for the dissemination of information and instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained;
  7. monitoring the Health and Safety policy, ensuring that the Directors, employees and volunteers involved with the school have knowledge of it and are carrying out their duties in accordance with it;
  8. keeping up to date with current legislation and informing other staff and volunteers as appropriate;
  9. making the arrangements and ensuring implementation of the annual regulatory Health and Safety inspections;
  10. carrying out the role implementing and monitoring Health and Safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information;
  11. organising regular fire drills, recording them formally in the Fire Drill File which is kept at the entrance desk along with ensuring that the fire drill instructions are in all rooms;
  12. ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections;
  13. involving pupils in the Health and Safety of the school;
  14. ensuring that regular visitors observe the school’s safety rules;
  15. familiarising visitors with school’s Health and Safety rules as part of their induction;
  16. have a clear understanding on actions to take in the event of any emergencies and;
  17. ensuring that the procedures and practices identified on the Appendix to this policy are in place.
  18. ensuring that the *Safety Law Poster* that summarises our responsibilities are kept up to date and posted in the staff room
  19. liaising with external contractors on matters of Health and Safety.

# Responsibilities and Duties of all Staff towards pupils and others in their care

* 1. The Health and Safety at Work Act 1974 states: ‘It shall be the duty of every employee while at work to:
     1. to take reasonable care for the Health and Safety of himself and of any persons who may be affected by his acts or omissions at work, and
     2. 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.’
     3. ‘No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.’
  2. In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils. All staff will make themselves familiar, and ensure compliance with the requirements of the Health and Safety at Work etc Act 1974 and any other Health and Safety legislation and codes of practice relevant to their work.
  3. All members of staff are responsible for the Health and Safety arrangements in relation to staff, pupils, volunteer helpers and visitors under their supervision. In particular, they must monitor their own work activities and take all reasonable steps to:
     1. exercise effective supervision over all those for whom they are responsible;
     2. be aware of and implement safe working practices and personally to set a good example;
     3. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
     4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
     5. provide written job instructions, warning notices and signs as appropriate;
     6. provide appropriate protective clothing and safety equipment as necessary and ensure that it is used as required;
     7. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
     8. evaluate promptly and, where appropriate, take action on criticism of Health and Safety arrangements;
     9. provide the opportunity for discussion of Health and Safety arrangements;
     10. investigate any accident or incident where personal injury could have arisen and take appropriate corrective action;
     11. provide for adequate instruction, information and training in safe working methods and recommend suitable ‘off the job’ training;
     12. where private vehicles are used to transport pupils to and from school, staff must ensure that child restraints and seats appropriate to the age of the pupils concerned are used. Staff must also ensure that their private motor insurance is endorsed to permit carriage of pupils and;
     13. where any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the matter to the proprietor.
  4. All employees will, so far as is reasonably practicable:
     1. take reasonable care for Health and Safety of themselves and of any person who might be affected by their acts or omissions at work;
     2. co-operate with the Directors and other relevant authorities in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare;
     3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, when in doubt they must seek immediate clarification from the Head;
     4. ensure that tools and equipment are in good condition and report any defects to the Head
     5. use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied;
     6. ensure that offices, general accommodation and vehicles are kept tidy and clean;
     7. ensure that any accidents, whether or not an injury occurs and any potential hazards are reported immediately to the Head;
     8. be familiar with this Health and Safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Board;
     9. ensure that Health and Safety regulations, rules, routines and procedures are being applied effectively;
     10. carry out/be aware of hazard identification and risk assessments as appropriate for their area of work;
     11. take part in Health and Safety training as required;
     12. inform the head if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
     13. only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice;
     14. take reasonable care of their own Health and Safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work;
     15. to observe standards of dress consistent with safety and/or hygiene;
     16. to exercise good standards of housekeeping and cleanliness;
     17. to know and apply the emergency procedures in respect of fire and first aid;
     18. co-operate fully, as a legal duty, with their employer on Health and Safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare;
     19. ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner;
     20. ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment;
     21. report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk;
     22. report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form;
     23. promote and achieve high standards of Health and Safety and suggest improvements and ways and means of reducing risks;
     24. use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
     25. co-operate with other employees in promoting improved safety measures in the school to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority’;
     26. act as a prudent parent when in charge of pupils, as they have a duty to under common law;
     27. ensure pupils attending activities off site are clearly checked in and out.
     28. ensure children are correctly recorded when they enter and leave school part way through the day by placing or removing their name tag on the correct lanyard and updating the white board at reception.
  5. Employees should follow any Health and Safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. The Head will work with the employee to ensure that the procedures at the school are proportionate, effective and appropriate. Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements, he/she must draw these to the attention of the Head.
  6. All members of Staff will be asked to sign a form annually to indicate they have read and will comply with the Health and Safety procedures of EJS

# Staff Holding Posts/Positions of Special Responsibility

These staff:

* 1. have a general responsibility for the application of the Head’s safety policy to their own area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that area of work;
  2. follow the advice or instructions given by the Head including complying to the relevant parts of this statement;
  3. shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g., chemicals, boiling water, hot drinks, guillotines);
  4. shall resolve any Health and Safety problem any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
  5. shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head;
  6. shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
  7. shall, where appropriate, seek the advice and guidance of the Head or any relevant adviser appointed by the Head;
  8. shall propose to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

# Standard Working Practices

Our standard working practices include:

* 1. ensuring that the registration form to record the arrival and departure of all visitors is completed and photo id is checked for unescorted visitors with safer recruitment status;
  2. ensuring all staff are trained in the particular Health and Safety issues that affect pupils;
  3. ensuring all employees and volunteers are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school;
  4. arranging and encourage audits, fire risk and safety inspections from external authorities in order to check that what we are doing and the way we are doing it is right;
  5. ensuring registers (in and out) are kept of pupils attending, for example Late Registration;
  6. overseeing our own system of regular checks and monitoring procedures to ensure that our Health and Safety arrangements are maintained in an effective manner;
  7. ensuring the school has direct access to sources of competent people and up to date guidance in all matters of Health and Safety;
  8. making arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School’s Health and Safety Policy and Procedures;
  9. ensuring specific controls and procedures are in place for any external visits or outings anywhere, including an emergency contact/medical form for each child; black wallet
  10. ensuring specific controls and procedures are in place for ensuring that pupils do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and;
  11. ensuring all visitors wear badges when on school premises.
  12. As well as having the general responsibilities/duties of all members of staff also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school.

# Risk Assessment (to be used in conjunction with Appendix A : Risk Assessment at Edward Jenner School)

* 1. Risk assessment and risk management are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
  2. The Head will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities whether on or off site. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables.
  3. A regular programme of planned assessments is to be completed. Risk assessments should be reviewed on an annual basis unless there has been a significant change to equipment or pupils.
  4. Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
  5. The results of all risk assessments will be reported to the Board of Directors who will prioritise issues and assign resources to undertake remedial/control measures where required.
  6. Appropriate training is given to ensure that risk assessment and risk management are effective: see section 13 following.
  7. There is a specific fire risk (prevention) policy maintained by the Fire Marshall.

# Pupils

* 1. All pupils are expected, within their expertise and ability to:
     1. Exercise personal responsibility for the safety of themselves and their fellow pupils
     2. Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear (open toed sandals), clothing and articles considered dangerous
     3. Observe all the safety rules of EJS and in particular, the instructions of teaching staff in the event of an emergency and on visits off site
     4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes eg safety goggles
  2. The Curriculum: We teach the pupils about Health and Safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate pupils in this regard in the normal school curriculum. We teach pupils respect for their bodies and how to look after themselves. We discuss these issues with the pupils in Thinking; reinforcing these points in science and across the curriculum, where pupils also learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and Safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our school promotes Spiritual, Moral, Social and Citizenship education. Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use thinking to help pupils discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity. Children are given the opportunity to discuss and plan for safety on school visits. Older students are given the opportunity to access a ‘Safe Solutions’ course to enable them to move safely around the local area and places to go if they feel threatened.
  3. Safeguarding and Child Protection: The School has a full and detailed separate Safeguarding and Child Protection Policy. If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the Head and/or the school’s Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) about their concerns. It is the school’s policy to comply with the Gloucestershire Safeguarding Children’s Partnership procedures. We require all adults and volunteers working in the school to comply with the Safer Recruitment and Selection Procedures.
  4. Supervision of pupils: In addition to this being built into the day-to-day working practices at EJS we also make a professional judgement taking into the consideration the age of the pupils and activities in which they are engaged. No pupil is to be allowed unattended into areas of the school which could be deemed hazardous and classrooms where hazardous substances or equipment is stored for teaching purposes, will be used solely for the purpose of teaching lessons and out of bounds at all other times.

# Behaviour of any person on the school premises

* 1. Our School has a written policy setting out the behaviour expected of all people on the premises and the procedures that will happen when the school wishes to restrict a person’s access to school premises because such a person is causing a nuisance or disturbance.
  2. A person who has been banned from entering school premises is trespassing if he or she does so without permission.

# Theft or other criminal acts

The Head will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the Head/Proprietor will inform the police and record the incident in the incident book. Should any incident involving physical violence against a teacher occur, this must be reported to the Head immediately.

# Arrangements for the Comfort and Well-Being of Pupils and Staff

* 1. The following arrangements are specifically put in place to try to ensure that pupils are as happy and comfortable as possible whilst on our premises. We also like to make sure that our staff have the right environment in which to teach and supervise.
  2. Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems.
  3. Our windows are designed to be safe and to allow sufficient light through to provide a bright and cheerful environment.
  4. Our floors are designed to minimise the likelihood of slips and trips and are regularly checked to make sure they are free from obstacles along walkways and are not damaged.
  5. Our hot water supply is maintained at a temperature to prevent accidental scalding.
  6. We have a separate lockable room for the storage of any items we consider to be potentially harmful if accessed by pupils and lockable cabinets for smaller items.
  7. We have safe and sufficient ventilation to maintain a fresh atmosphere in the building including additional ventilation for Covid 19
  8. All pupils are encouraged to drink water and fresh water is available at all times.
  9. We have a disabled toilet designed for disabled people.

# The effective management of the Welfare, Health and Safety of all people at our school.

* 1. Staff Training in Health and Safety, including Risk Assessment: Staff training is provided when appropriate in both generic and specific areas with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities and COSHH. Newly appointed employees could be vulnerable to any risk and therefore line manager will ensure that all relevant Health and Safety matters are drawn to their attention at an early stage.
  2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards and wherever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of all employees.
  3. Consultation arrangements with employees: employees have the opportunity to consult the head on arrangements to ensure the maintenance of Health and Safety standards through regular staff meetings and informal conversations. Staff are informed of updates with regard to health and safety, through staff meetings and in the case of immediate changes, staff are consulted individually

# Recording and Reporting accidents

# The Head ensures that EJS complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which EJS is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

* 1. Deaths;
  2. Major injuries;
  3. Over-seven-day injuries;
  4. An accident causing significant or multiple injury to pupils, members of the public or other people not at work; and
  5. A specified ‘dangerous occurrence’, where something happened which did not result in an injury, but could have done - a ‘near miss’.

# Off-site Visits, Including Residential Visits and School-Led Adventure Activities

* 1. The School has policies and procedures for Educational Visits and Off-Site Activities, a Critical Incident Checklist, and procedures regarding Action to be taken by the Group Leader in the event of a serious accident. The school also has access to professional advice in this area of the curriculum from the ISA.
  2. With reference to our off-site activities:
     1. We always ensure adequate staffing ratios at all times.
     2. Adults accompanying residential trips have a DBS enhanced certificate.
     3. We ensure parents are always informed of all forthcoming plans for events on our premises.
     4. We always insist that parents sign consent forms whenever we plan to take the pupils away from the premises for an outing involving significant risk, a generic permission covers all other off-site activities.
     5. We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
     6. All staff undertaking school trips make the appropriate risk assessment prior to the visit or consult the appropriate risk assessment for regular or local visits
     7. We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required. Black wallet
     8. Whenever we require vehicles to transport pupils anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards, staff cars with suitable checks.
     9. We ensure that any drivers of coaches etc that are required to transport the pupils on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts. We instruct and check that the pupils to use seat belts at all times when the bus is moving.

# Dealing with Health and Safety Emergencies: Procedures and Contacts

* 1. The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around EJS. These procedures are updated when required. The log book for recording and evaluation of practice and evacuation drills will be held in the office. The Head or Fire Marshall has overall responsibility for implementing the evacuation procedure if an emergency were to occur.
  2. EJS has in place an Emergency Plan in the event of a Health and Safety Emergency. This plan details the procedures and contacts for dealing with a health and safety emergency. For specific details, please see our ‘Emergency Plan’ which forms part of our Health and Safety and Fire Safety Policy.

# First Aid, Medication and supporting Medical Needs

* 1. Please refer to the school’s separate First Aid Policy. EJS has in place:
     1. practical arrangements at the point of need;
     2. the names of those qualified in first aid and the requirement for updated training every three years;
     3. having at least one qualified person on site when pupils are present;
     4. showing how accidents are to be recorded and parents informed;
     5. access to first aid kits;
     6. arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes);
     7. hygiene procedures for dealing with spillage of body fluids and
     8. guidance on when to call an ambulance.
  2. At Edward Jenner School:
     1. A First Aid box is held in the first floor kitchen cupboard, reception, Hero Shrew basement lab, Tortoise extension practical room and the Un room. Green fluorescent backpacks ready for off site visits are available in the staff room;
     2. The names of all qualified First Aiders are on the cupboards where kits are held
     3. The accident book is held at reception and report forms for injuries and the procedures to be followed are clearly outlined in the First Aid policy;
     4. written record is kept of all first-aid administered either on the school premises or as a part of a school related activity and
     5. The arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Party Leader and supervising staff.
  3. The arrangements for First Aid provision are adequate to cope with all foreseeable incidents. The number of designated First Aiders is not, at any time, less than the number required by law. Designated staff are given such training in First Aid techniques as is required to give them an appropriate level of competence. A Teaching Assistant is responsible for maintaining First Aid supplies. A prominent notice on the cupboards lists the First Aiders. All First Aid signs and containers must be identified by a white cross on a green background. A written record is kept of all First Aid administered by a qualified first aider called to an incident, either on the school premises or as a part of a school related activity.
  4. If a pupil requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in. A form should be completed by the parent every time the medication changes. The safekeeping and administration of medication is in accordance with the school policy for this.

# Occupational Health Services and Managing Work-Related Stress

As a good employer we take our duties and responsibilities with regard the welfare of both staff and pupils very seriously. The school has access to occupational health services including specialist medical and counselling facilities if so required and has the appropriate procedures and working practices in place.

# Workplace Safety for Teachers, Pupils and Visitors

The duties and responsibilities of the key people are identified in this policy; detailed documentation is in place in support of this statement. Regular visitors and other users of EJS eg contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school

# General Health and Safety Matters

* 1. While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitors’ sheet in the reception area, and to wear an identification badge at all times whilst on the school premises. We provide all adult visitors to the school with a Health and Safety information sheet to read. Staff must report to the reception immediately any visitor who is not identified with a school badge.
  2. The following arrangements are specifically put in place to look after all the pupils in our care at all times.
     1. All teachers and support staff including volunteers ensure that all curriculum activities are safe**.**
     2. A child is never taken off-site without the prior permission of the parent and in such cases all departures and arrivals are recorded.
     3. Only those who hold a current ‘enhanced disclosure’ from the Disclosure and Barring Service are allowed unsupervised access to the pupils in our care. If there is a discrepancy between appointment of staff and the enhanced disclosure coming through, a risk assessment is put in place, a previous DBS/CRB and Barred List Check is sought, with full supervision arrangements and a mentor put in place. No unsupervised access will be allowed. The DSL/Head must be consulted
     4. A minimum of two staff are always present whenever any pupils are on our premises.
     5. All arrivals and departures of visitors are recorded.
     6. All pupils in our care are regularly reminded of safe practice when on our premises. They are encouraged to report anything they notice that might be unsafe.
     7. We have installed smoke detectors in all fire risk areas for early warning of any problems that may arise. These are checked on a regular basis to make sure they work effectively.
     8. We have installed a fire alarm system to enable any member of staff to raise an alarm that everyone else can hear.
     9. An overall Fire Marshall has been appointed: see the Fire Safety Policy. The Fire Marshall shall ensure that effective arrangements are in place to deal with precautions against fires and evacuations related to fires
     10. We practice, on a regular basis, what to do in the event of a fire and make sure all the pupils in our care know what to do if they hear our fire alarm. This is carefully recorded including children involved due to the part time attendance of some children. ASD children need regular practice due to sound sensitivities.
     11. In accordance with requirements a number of staff have been trained in first aid. We record accidents, incidents and near misses.
     12. We only use safety-approved substances for use by pupils, such as non-toxic glues and paints. We only use water-based products and not solvent-based ones that can give off fumes and vapours.
     13. We only hire coaches and minibuses where seat belts are provided. We instruct and check that the pupils use seat belts at all times when the bus is moving.
     14. We log all incidents involving injury where a first aider is required in the school and we inform parents in all cases.
     15. Head injuries will always be reported to parents and carefully monitored. A guidance note is given
     16. Should any incident involving injury to a child take place, a first aider will be called to assist. If necessary, the receptionist or teaching assistant will telephone for emergency assistance.
     17. At all times we aim to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitors’ sheet in the reception area, and to wear an identification badge at all times whilst on the school premises. Staff must report to the school office immediately any visitor who is not identified with a school badge. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head immediately. The Head will direct any intruder that they must leave the school site straight away. If this does not occur the Head will contact the police immediately.
     18. Violence towards Staff: If there are any concerns about the behaviours of visitors they are required to leave the premises. With reference to pupils, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.
     19. Slips and Trips: All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an incident and accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the School Office. Records should be stored for at least three years.
     20. On-site Vehicle Movements: The on site drop off and pick-up of pupils has a carefully managed systems based upon separate ‘desire line’ routes for children to leave the drop off vehicle and join a pick up vehicle. The children are only allowed to leave their vehicle at a point immediately adjoining the pedestrian path. The vehicles are then to turn in a separate space to leave the parking area. Parents are expected to escort younger children from the car to the school door. No children will be in the playground at drop off or pick up times. There is a gate and fence preventing the cars from entering the playground area when the school day has begun. Any parents found to be disregarding the drop off and pick up procedures will be asked to walk their children onto the school premises. Please see map and references in Annex B to explain procedure and for Car Park Risk Assessment. This procedure has been adjusted during the Covid -19 epidemic, staff escort children to and from cars- parents remain in their vehicles.
     21. The school complies will the regulatory requirements for the management of asbestos.
     22. Control of Hazardous Substances: The implications to COSHH applied at EJS where both records and working practices reflect the seriousness in which EJS implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum (including science laboratories) and administrative functions. Integral to our COSHH Policy are both the inventory and risk assessments.
     23. Working at Height: Any situations where work may need to be carried out at height are in consultation with our Head.

# Selecting and Managing Contractors and Out of Normal Hours Use of School

* 1. When the premises are used for purposes not under the direction of the Head then, subject to the explicit agreement of the Head, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Head. The Head notes their residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy. The Head or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.
  2. All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head or their representative will take such actions as are necessary to prevent persons in their care from a risk or injury. The Head will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.
  3. When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the ‘employ’ of the Head/Proprietor it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Head and that they do not, without the prior consent of the Head:
     1. Introduce equipment for use on the school premises
     2. Alter fixed installations
     3. Remove fire and safety notices or equipment
     4. Take any action that may create hazards for any persons using the premises
  4. Contractors carrying out work on the premises will be confined to times when no children are present, if at all possible. Contractors are known to the school and appointed by the proprietor of the premises. Guidance will be sought from Gloucestershire County Council and the ISA if extensive work is required during term time.
     1. For Health and Safety purposes, the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:
     2. the delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed ‘the site’;
     3. the scope of the Works;
     4. the name of the Contractor undertaking the Works;
     5. the dates and times of operations at the school.
     6. For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the school is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

# Maintenance and testing of Equipment and Facilities

* 1. The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.
  2. Maintenance (and, where necessary examination and testing) of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety
  3. All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
  4. Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by pupils.
  5. Regular visible checks are made on the integrity of all sports/games equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.

# Fire Safety

* 1. In Accordance with the ‘Fire Safety Order’ (2005) EJS undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our proprietor complies with the additional duties to: produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
  2. develop fire procedures and provide staff training (repeated periodically where appropriate);
  3. ensure the safety of staff or anyone else legally on the premises;
  4. carry out fire drills and contact emergency services when necessary;
  5. appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire-fighting and evacuation);
  6. have a suitable system for the maintenance of: clear emergency routes and exits signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a ‘competent person’ (such as, ISO 9001 certified of BAFE approved); and provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.
  7. The Fire Marshall keeps records of the following:
     1. the fire risk assessment and its review;
     2. the fire risk (prevention) policy;
     3. fire procedures and arrangements;
     4. training records
     5. fire practice drills;
     6. certificates for the installation and maintenance of fire-fighting systems and equipment

# Non-Smoking

* 1. Our school, in compliance with the law, is a non-smoking establishment. We do not allow smoking on the school premises. Any member of staff wishing to smoke must leave the school site, out of view from the pupils, in their own time and not in the employer’s time. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment.
  2. We aim to help pupils know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide pupils with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip pupils with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

# Arrangements for Hygiene

* 1. The following arrangements are specifically put in place to minimise the likelihood of any staff or pupils picking up undesirable diseases, ailments or other health problems. We teach our pupils about the importance of hygiene and keeping their hands clean. We have a cleaning schedule to cover all areas accessible by pupils. Only safety- approved cleaning materials are used.
     1. Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities provided for washing and drying
     2. Sanitary disposal units are placed in toilets
     3. We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross- contamination, including suitable disposal facilities where appropriate.
     4. All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked on a daily basis when food is being prepared by the children
     5. Any animals on the premises will be treated regularly following guidance from a qualified veterinarian, to ensure children are protected from contagious diseases.

1. **Emerging public health risks**

***The safety and welfare of our community is of the utmost importance.***

26.1 As a school, we are committed to keeping our children and staff safe. We will follow the Government Guidelines and Public Health England where there are any emerging health risks within the community.

# Appendix A: Risk Assessment at Edward Jenner School

1. **Introduction** 
   1. EJS is required under the Management of Health & Safety at Work Regulations, and other legislation (COSHH, Manual Handling, Visual Display Screen Equipment) to manage the level of risk in all of its activities.
   2. To create a safer environment at the school and to comply with HSE regulations, we are required to carry out Risk Assessments of any activity that involves a hazard. A hazard is defined as an activity that has the potential to cause harm to either pupils, staff, visitors or members of the public.
   3. Staff will manage/reduce risk to reasonable levels by identifying what the basic level of risk is, and if necessary, put in place controls to reduce risk.
   4. The results of risk assessment and subsequent control measures will be made known to the staff, students and visitors concerned.
   5. All staff will be alert to changing circumstances and will take appropriate actions to reduce or stop an activity if the level of risk seems inappropriate.
2. **Statement of Intent**

The School will assess all activities and establish written risk assessments, for those areas which indicate the presence of risk.

* 1. *Assessments* 
     1. Assessments will be carried out using the School's Risk Assessment templates, by those persons having control and immediate responsibility for the activity.
     2. The assessor will keep a record of the assessment and ensure that all staff and students involved are aware of the requirements of the assessment.
     3. A copy of each assessment will be kept in a central file.
  2. *Process*

The school's risk assessment process covers both adults and children and includes:

* + 1. Checking for hazards and risks both indoors and outside and in all activities and procedures;
    2. Deciding which areas need attention;
    3. Developing an action plan which specifies the action required, the timescales for action and any funding required
    4. Certain activities are assessed on an on-going basis and risk assessments are updated as required. In some areas the assessments are carried out on an annual basis eg Fire Risk Assessment
  1. *Risk Assessment Training* 
     1. The Head of Risk Assessments has received training and provides guidance to frontline staff involved in writing and maintaining risk assessments. Relevant staff will be trained, as required, in writing risk assessments. Risk assessment will also form part of the overall Health and Safety training given to all staff on an annual basis.

1. **What is a Risk Assessment?**
   1. A risk assessment is a careful examination by someone of what could cause harm to them or others. The risk can be weighed up as to whether the Head has taken enough precautions or should do more to prevent harm.
   2. Risk assessments play a key part in maintaining the health and safety of children, staff, parents and visitors.
   3. Risk assessments are a way of looking at a situation, activity, experience, piece of equipment or resources and identifying the risks then making suggestions as to how those risks can be managed (i.e. made less risky)
   4. Risk assessments need to be reviewed yearly unless anything changes (i.e. if you have risk assessed a visit as being suitable for children aged 13-14 you would need to review this risk assessment if younger children were taking part)
   5. Risk assessments need to be carried out on any significant new experiences (i.e. trip out of the setting), activities, resources or piece of equipment.
   6. If a Hazard cannot be managed suitably it may only take place if good control measures can be implemented i.e. risk managed from a High to a Low risk then the situation, activity, experience, piece of equipment or resource should be considered to be potentially unsuitable and clarification sort from the Headteacher.
2. **Completing a Risk Assessment:**
   1. Look for the hazards
      1. A **hazard** is defined as anything that has the potential to cause harm. A hazard may be a substance, a piece of equipment or a work procedure or, in the childcare sector, a child’s condition.
      2. The following examples are used as a guide:
         * slipping / tripping hazards (e.g. poorly maintained floors or stairs);
         * fire (e.g. from flammable materials);
         * chemicals (e.g. Floor cleaner);
         * working at height, (e.g. from ladders);
         * pressure systems, (e.g. gas systems and bottles);
         * electricity (e.g. poor wiring);
         * dust fume (e.g. welding);
         * manual handling;
         * noise;
         * poor lighting;
         * low temperature.
   2. Decided who might be at risk from harm and how.

**Risk** is defined as the chance or likelihood that harm will occur from the hazard. The likelihood is described as ‘the expectancy of harm occurring’. It can range from ‘never’ to ‘certain’ and depends on a number of factors.

* + 1. For example, the risk of someone tripping on a damaged floor surface will depend on:
    - the extent of the damage
    - the number of people walking over it
    - the number of times they walk over it
    - whether they are wearing sensible shoes
    - the level of lighting.
    1. Everyone or only certain people may be at risk. Some groups of people may need special consideration, as they may be more vulnerable to certain hazards. Risk assessments need to be reviewed as a new child joins school with an additional need, or if an activity is changed.
  1. Evaluate the risk - is it High/ Medium or Low?
     1. What are the consequences of injury or harm?

The consequences could range from ‘trivial’ to ‘severe’ or even fatal – for example, from a scratch to death. The most severe hazards need the most urgent attention. Decide whether the existing precautions are adequate or whether more should be done. It is important to record your findings and to review your assessment and revise it if necessary.

* + - 1. You can think about the **R**isk of a hazard as being High, Medium or Low. It is the product of the **S**everity (Slightly harmful, Harmful or Extremely harmful) of the outcome of injury coupled with the **L**ikelihood of that outcome:

**Risk (H,M,L) = Severity x Likelihood**

* + - 1. So a high risk activity (H) may be hanging upside down from the climbing frame without holding on, the consequence could be a severe accident that is quite likely to occur – this would be classified as a **High** risk Hazard. Falling from the slide could cause a bad injury but is not as likely to occur so would be a **Medium** risk (See Risk Matrix below)

|  |  |  |  |
| --- | --- | --- | --- |
| **Severity** | **Slightly harmful**  (e.g. Superficial injury or temporary discomfort or distress) | **Harmful**  (e.g. Sprains, minor fractures, ill health leading to disability) | **Extremely harmful**  (e.g. major fractures, amputations, fatality, life shortening illnesses) |
| **Likelihood** |
| **Unlikely** | TRIVIAL (T) | LOW (L) | SUBSTANTIAL (S) |
| **Possible** | LOW (L) | MEDIUM (M) | SUBSTANTIAL (S) |
| **Likely** | MEDIUM (M) | SUBSTANTIAL (S) | UNACCEPTABLE (U) |

* + 1. A hazard that is very likely to cause injury or harm will need to be prioritized and remedied before one that is very unlikely to occur.
    2. It is unlikely that all risks can be reduced to low levels. Table 1 will help you to determine action that needs to be taken.

**Table 1:**

|  |  |  |
| --- | --- | --- |
| **Risk Rating** | **Action required** | |
| **Initial risk rating** | **Residual risk rating** |
| **Unacceptable** | Activity not to take place | Activity not to take place |
| **Substantial** | May only take place if good control measures can be implemented. | Must not take place.  You will need to identify further controls to reduce the risk rating. |
| **Medium** | May only take place if good control measures can be implemented. | Seek further advice |
| **Low** | If it is not possible to lower risk further, you will need to consider the risk against the benefit. | |
| **Trivial** | No further action required. | |

* + 1. The completed risk assessments will need to be signed off by the member of staff completing the assessment and monitored by the head. They will then need to be reviewed and if necessary updated, at least annually. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures. The findings of the risk assessment will be made known to all staff and students affected by the activity assessed.
  1. Decide if the existing precautions are adequate and the risk level is acceptable or whether more can be done. These are called **Control measures,** theyare the measures or actions that are taken to remove or reduce the risk. Whenever possible, the risk should be removed. When it cannot be removed, measures must be taken to reduce the risk. E.g. Closely supervise children on the climbing frame, make sure children hold on when hanging upside down on the monkey bars!
  2. Is risk adequately controlled?
     1. Staff will consider whether precautions have already been taken against the risks from the hazards identified, and whether they are sufficient. For example:
     2. Has the school already provided adequate information, instruction or training; adequate systems or procedures?
     3. Do the precautions meet the standards set by a legal requirement?
     4. Do the precautions comply with a recognised industry standard?
     5. Do the precautions represent good practice?
     6. Do the precautions reduce risk as far as reasonably practicable?
  3. Review your findings how would you rate the risk with your control measures in place? Revise if necessary. Some situations pose unacceptable risks and therefore should be reviewed and amended.
     1. The ‘action list’ details what more the school can reasonably do to reduce the risks identified, which were not adequately controlled at that point. Priority is given to those risks which affect large numbers of people and / or could result in serious harm
     2. Further action will be taken in the following order, wherever possible:
     3. Remove the risk completely
     4. Try a less risky option
     5. Prevent access to the hazard eg by guarding or fencing
     6. Re-organise work to reduce exposure to the hazard – eg increased staff supervision
     7. Issue personnel protective equipment or provide welfare facilities (e.g. washing facilities for removal of contamination and first aid), depending on the nature of the risk
     8. The review should be signed and dated by the person completing the form. A copy of A copy of all completed risk assessments will be kept within the relevant file in the office the completed reviewed/updated risk assessment should be forwarded to the Head/Proprietor.

# risk assessmentsEdward Jenner School Risk Assessment Proforma

**EDWARD JENNER SCHOOL RISK ASSESSMENT for-**

|  |  |  |
| --- | --- | --- |
| Completed by: | Checked: | Date: |

A **hazard** is defined as anything that has the potential to cause harm.

**Risk** is defined as the chance or likelihood that harm will occur from the hazard.

**Control measures** are the measures or actions that are taken to remove or reduce the risk.

| **First Aid responsibility**  **(Identify by circling)** | School/Venue | **Fire Briefing given** | Y/N | **Qualification of Instructor** | Y/N N/A |
| --- | --- | --- | --- | --- | --- |
| **Risk Factor** | **Potential Hazards** | **Who Could be Affected?** | **Level of Risk Before Control Measures** | **Existing and Planned Control Measures** | **Acceptable Risk After Control Measures? (Yes low/No-further measures required)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| In the event of an emergency, the  following plan will be put into effect: | Reporting person will contact Manda or Phil  If a person is incapacitated emergency services will be contacted. | | |
| I believe this risk assessment to be suitable and sufficient. I agree to adopt the control measures/precautions above, but will implement additional measures if required. | | **Date:** | **Signed:** |

**Appendix B- Vehicle Movement on Site**

This and further advice can be found at <http://www.hse.gov.uk/workplacetransport/parking.htm>

Our For less complex car parks, HSG 136: Workplace Transport Safety — An Employers’ Guide is a useful document. This provides some general principles about safe parking areas. It recommends that parking areas should:

* be clearly sign-posted, well lit and easy to find
* allow clear visibility for both drivers and pedestrians
* have firm, stable, level, well-drained surfaces that are not slippery
* have clearly marked parking areas with safe walking areas
* be as close as possible to where people need to go.

The use of physical precautions (eg bollards and barriers) is recommended to prevent vehicles crossing into walking areas, while “drive-through” parking is advised to reduce the need for reversing, combined with a one-way traffic flow system.

Where this is not possible, the guidance states that arrangements should encourage reverse parking so as to reduce the number of vehicles reversing into traffic flow.

Ensuring that vehicles are driven safely and parked correctly can be problematic to control. However, where necessary rules should be developed and staff and parents should be made aware of these rules. These may include:

* setting speed limits within the car park area
* allocating parking bays to specific employees
* demarcating parking areas specifically for visitors.

Rules and procedures need to be communicated to all users. This can be achieved by the use of appropriate signage in the parking area (for employees and visitors alike) or by the internal means of communication utilised by the organisation.

It is recognised that one of the main hazards in car parks is over-parking. Clearly thought needs to be given to usage of the parking area and the maximum number of vehicles allowed. As mentioned above, it may be necessary to carefully control numbers and allocate parking spaces to specific persons. This could be achieved by the use of proximity readers to only allow access to authorised users.

It is worth noting that the Health and Safety Executive (HSE) also recommends that the employer develops a “travel plan” to reduce demand on car parking. This can include measures such as encouraging the use of other means of transport and car sharing.

However, in doing so, the employer should give consideration to the security of, for example, bicycles left by employees in car park areas.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **First Aid responsibility**  **(Identify by circling)**  **PB/EB/RR/GS/JP/EP/AW** | School  44 London Road |  |  | **Public Liability Insurance** | Y | **Qualification of Instructor** | N/A |
| **Situation/Activity etc.** | **Hazard** | **Risk/ To whom** | | **Risk Level**  **H/M/L** | **Control Measures** | | **Risk Level Achieved/**  **Further actions** |
| **Pupil drop off/ pick up** | Impact with vehicle, building, fence or gate, pedestrian. Death or major injury to pedestrians, damage to building or other vehicles | Pupils, staff, visitors | | S | * Separate pedestrian and vehicle routes with physical segregation eg. barriers / fencing and controlled points of dis/embarkation * Designated crossing points located at safe places with appropriate signs and markings * Adequate lighting of routes * Pedestrian exiting vehicles onto designated path * Pedestrian routes clearly indicated * Supervision and control of school pupil dismissal * Clear rules for parents and regular site users regarding entry to the school grounds with vehicles. * Restricted access for vehicles (e.g. by closing the gates at the beginning and end of the school day). * Restrict delivery times (e.g. to avoid times when there is high pedestrian activity e.g. beginning and end of school day * Reception/school office clearly identified (e.g. by signage). | | M  School to minimize traffic at the end of the school day to include only lower school years or those deemed at high risk |
| **Reversing vehicles** | Death or major injury to pedestrians, damage to building or other vehicles due to reduced visibility and unexpected movement. | Pupils, staff, visitors | | S | * Minimise number of vehicles allowed on site, particularly during start and end of day * Use controlled system for vehicles in forward then reverse (see map) * Physical protection around vulnerable areas of buildings eg. bollards or barriers * Adequate lighting of car park * Adequate gritting during periods of inclement weather * Segregated vehicle / pedestrian areas using logs and paths | | M  School to minimize traffic at the end of the school day to include lower school years only or those deemed high risk |
| **Speeding vehicles** | Death or major injury to pedestrians, damage to building or other vehicles  Increased risk of death, injury or damage due to energy of collision | Pupils, staff, visitors | | S | * Speed limit on site with clear signs and markings displayed * Communication of speed limit to staff and visitors * Separate pedestrian and vehicle routes with physical segregation | | School to disallow access to speeding vehicles |
| **Vehicles parked outside school entrance** | Obscured view  Access restricted / blocked | Pupils, staff, visitors  – death or major injury to pedestrians, damage to building or other vehicles | | S | * Co-operation of parents sought e.g. persuading them to park away from the entrance. * Parents encouraged to walk their children to school. * School travel plan in place given to all staff and parents through our normal channels of communication | | M Fence and pillars to reduce risk. Adequate supervision |
| **Playtime- children in car park area** | Children running into path of vehicles to retrieve balls ,etc. | Pupils, staff, visitors  Death or major injury to pedestrians damage to building or other vehicles | | S | * Children’s play areas be sited away from parked cars or suitably segregated with appropriate barriers. * Gates closed / locked or fitted with high level handle at breaktimes. * No outside play when barriers open | | M No outside play at the beginning and end of school |

