

## HEALTH AND SAFETY POLICY

*This policy, which applies to the whole school is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.*

**We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.**

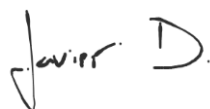
### Document Details:

**Scope:** All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

**Monitoring and Review:** These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Proprietor and Advisory Board will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Policy Agreed: February 2024  
Date Published: February 2024  
Next Review: September 2024

Signed



Mr Javier de la Fuente  
Headteacher



Mr Andy Thompson  
Proprietor

The proprietor is accountable for the health and safety of school staff and pupils. The day-to-day running of the school is delegated to the Headteacher and the Health and Safety Manager. In most cases, they are responsible for ensuring that risks are managed effectively. This includes health and safety matters.

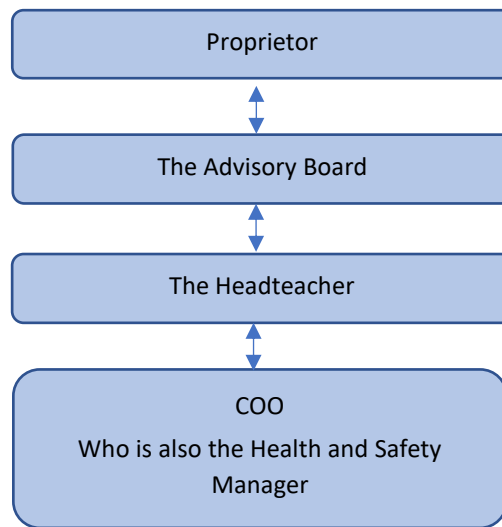
### Legal Status - Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Full copies of relevant legislation are available on the Office of Public Sector Information web page ([www.opsi.gov.uk](http://www.opsi.gov.uk)) and the National Archives ([www.legislation.gov.uk](http://www.legislation.gov.uk)) This document has been prepared with regard to the:

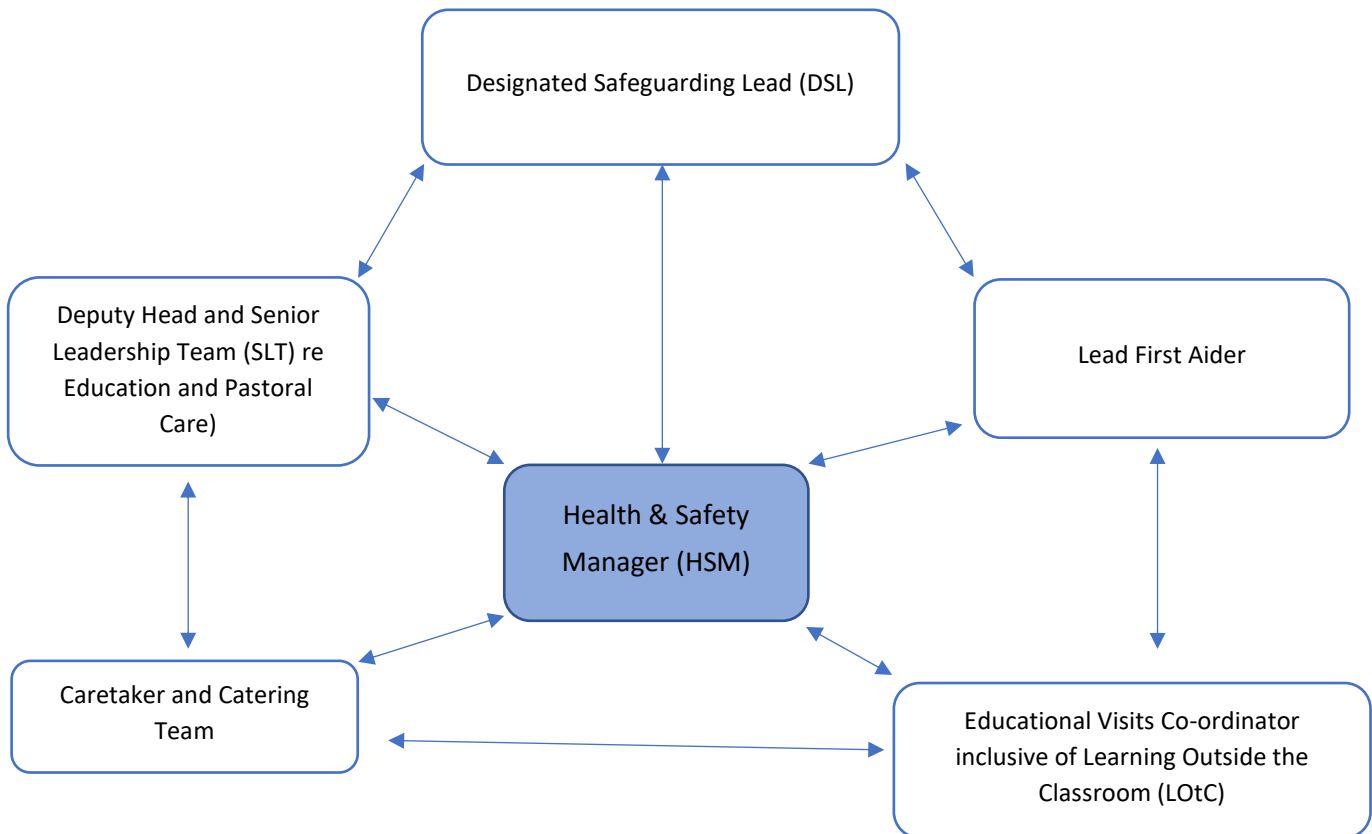
- Health and Safety at Work etc Act 1974 (HASAWA), associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations (2006 Amendment and 1999), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (Published 01 September 2014 Last updated 30 April 2020).
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises of and Accommodation at Schools of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations in force 2015.
- Health and Safety: Department of Education (DfE) Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (Published 03 June 2013 Last updated 5 April 2022).
- The School has regard to Government recommended guidance and advice from the Outdoor Education Advisers' Panel (OEAP) on school trips and offsite activities
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0345 300 9923
- Health and Safety: Advice on legal duties and powers (DfE: 2015)
- <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

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## HEALTH AND SAFETY ORGANOGRAM



## COMMUNICATION CHANNELS FOR THE OPERATIONAL SUPERVISION AND REPORTING FRAMEWORK



**General Statement:** The management of Landon School recognises that it has a legal duty of care towards protecting the health and safety of its employees, pupils and others who may be affected by the School's activities.

In order to discharge its responsibilities, the management of the School will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the Proprietor to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of employees, children, parents, visitors and volunteers in any school activity whether it be on the school site or off site. This policy also applies to any persons, including contractors, employed by or on behalf of the Proprietor, who visit or work at sites in the control of the Proprietor. The Employer has the power to ensure that the health and safety policy is carried out in-school and on all school activities. The Headteacher manages the implementation and monitoring of the policy for the Proprietor. Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

The arrangements outlined in this policy statement and the various other safety provisions made by the Proprietor cannot in itself prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The 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 upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities. Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

**Employer duties:** The Proprietor, Headteacher, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and pupils must be aware of their own and others personal safety in any of the Landon school activities, both on and off site. We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme The Proprietor has a duty to:

1. be familiar with and ensure the school adheres at all times to 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;
2. ensure compliance with the Health and Safety requirements of the NMS for RSS specifically, and that this compliance is evidenced;
3. ensure that all staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care;
4. where appropriate, ensure that staff and parents are made aware of risks identified and of the systems and procedures we put

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in place to deal with these risks;

5. provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities and provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
6. to have a clear understanding on actions to take in the event of any emergencies;
7. to train and supervise all our staff in the particular health and safety issues that affect children and ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
8. monitor and review this Policy and the various systems procedures in accordance with statutory requirements;
9. Comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

Landon School ensures arrangements are made to safeguard and promote the welfare of pupils at the school and that such arrangements have regard to any guidance issued by the Secretary of State. The Proprietor takes into consideration:

- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
- 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, race, religion and belief, gender reassignment or disability;
- the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
- 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
- the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations, inclusive of monitoring ongoing changes pertaining to Responsible Persons
- how effectively the arrangements for pupils' care in the event of sickness, accident or injury are implemented and how our pupils are supervised during school hours;
- the effectiveness of the school's monitoring and recording systems for pupils' attendance and punctuality
- how well the school reviews admission arrangements and makes adjustments to ensure the accessibility of the school's premises and curriculum for all pupils;
- the way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;
- 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, homophobia and different types of bullying;
- how our pupils are supervised during school hours;
- the views of parents and carers, staff, Proprietor and others;
- effective control regimes to prevent risks arising from animal borne disease, in respect of pigeons, rats or other pests.

**Employees:** All employees must

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

The Act also states that: '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.' All staff will make themselves familiar and ensure

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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 the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- 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 Proprietor.
- take part in health and safety training as required, inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.), and only undertake any task for which they have been trained;
- take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.);
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness as well as know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully with their employer on health and safety matters, including following safe systems of work and ensure that all tools, machinery and equipment are adequately guarded, are in good and safe working order;
- ensure that storage and use of toxic, hazardous and highly flammable substances is minimised, or where this is not practical, are correctly used, stored and labelled;
- report any defects that they observe in the premises, plant, equipment and facilities. Take action to ensure no one is put at risk and use the correct equipment, tools, protective equipment and clothing for the job;
- report all accidents and near misses immediately, whether injury is sustained or not using an Accident Report form, promote and achieve high standards of health and safety suggesting improvements and ways of reducing risks and co-operate with other employees in promoting improved safety measures;
- act as a prudent parent when in charge of pupils, as they have a duty to under common law;

If employees 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 Headteacher will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate. Minutes of H&S meetings are emailed to all staff to read. There are regular H&S notices and updates circulated to all staff as required.

**Consultation arrangements with employees:** The school will maintain effective lines of communication to enable relevant health and safety information to be passed to members of staff. There is a Health and Safety committee with terms of reference. Membership includes staff representatives. Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards. Staff are informed of updates with regard to health and safety via e-mail and in the case of immediate changes, staff are consulted individually by the Headteacher or Pathway Leads.

**Responsibilities of the Proprietor:** The Proprietor of Landon School, acting via the Headteacher, is responsible for ensuring the implementation of this policy within the school. 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;
- prepare an emergency evacuation procedure and arrange for the periodic practice evacuation drills to take place at least once a term and for the outcome to be recorded to facilitate improvement;
- 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;
- make arrangements to draw the attention of all staff employed at Landon School to departmental safety policies and procedures together with any other safety guidelines and information issued by the relevant authorities;
- ensure that the registration book to record the arrival and departure of all visitors is completed;
- make arrangements for the implementation of accident reporting procedures and draw these to attention of all staff at the school as necessary;
- ensure that regular staff inspections are undertaken;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- ensure that any defect in the fabric of the building is attended to immediately or as appropriate, whilst ensuring in the interim that arrangements are made to limit the risk identified;
- monitor through the Chief Operations Officer and the Site Manager the activities of contractors, hirers and other organisations present on site as far as it reasonably practical;
- 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 health and safe environment for pupils to enjoy learning;
- make themselves more familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other Health and

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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;

- ensure that all of 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 Buckinghamshire Local Safeguarding Children Board locally agreed inter-agency procedures and Safer Recruitment in Education guidance and HM Government Guidance “Working Together to Safeguard Children” (Published 2015 Updated 15 December 2023) and Keeping children safe in education (KCSIE) 2022;
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
- seek support from and consult with employees on matters concerning their Health and Safety;
- provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding on actions to take in the event of any emergencies;
- train all staff in the particular Health and Safety issues that affect pupils;
- ensure that activities undertaken by the school both on and away from the school site are risk assessed and safely managed;
- adopt and maintain an effective policy organisation and arrangements for the provision of Health and Safety throughout the school;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013* (RIDDOR);
- Health and Safety, along with Safeguarding (Child Protection), are fixed agenda items at meetings of the Proprietor.
- ensure duty rotas take into consideration both regulatory and best practice staffing ratios for the age range of the school community (5 to 11 years old);
- 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.

**Health and Safety duties:** The Proprietor has appointed the Chief Operations Officer as Health and Safety Manager, supported by a Site Manager to ensure that Health and Safety is effectively implemented. The Chief Operations Officer acts as the focal point for day to day references on safety and gives advice; obtaining, where necessary, external advice. This also includes 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.

**The Chief Operations Officer** will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. The role includes, but is not limited to the following:

- Monitoring the Health and Safety policy, ensuring that the Proprietor, Headteacher, employees and other persons involved with the school have knowledge of it and are carrying out their duties in accordance with it.
- Being aware of and ensuring 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 the work of the school.
- Ensuring that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensuring that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used, and that it receives planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Ensuring the collation of accident information and, when necessary, carry out accident and incident investigations.
- Ensuring that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Keeping up to date with current legislation and informing other staff and volunteers as appropriate.
- Ensuring annual health and safety audits are completed and presented to the Proprietor.
- Producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information.
- Ensuring that the fire drill instructions are located at each fire panel. Ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections.

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- Ensuring that regular visitors observe the school's safety rules. Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Investigating any specific Health and Safety problem identified within Landon School and taking or recommending remedial action as appropriate such as a method of ceasing work on Health and Safety grounds on a temporary basis subject to further consideration by the Proprietor.
- Ensure that the procedures and practices identified on the Appendix to this policy are in place.

**Headteacher:** The Headteacher, as the person with special responsibility for health and safety will ensure that:

- the Proprietor and the Health and Safety Committee are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards
- risk assessment requirements are co-ordinated, and the implementation of any action required is monitored
- risk assessments are reviewed regularly, and any changes are brought to the attention of staff who may be affected
- regular Health and Safety Committee meetings are held where health and safety issues can be raised and discussed
- they provide advice on health and safety training requirements
- details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities
- they assist School Managers in investigating and recording accident investigations
- contact with external organisations such as the emergency services is co-ordinated
- health assessment requirements are identified and advised to management
- the schedule of statutory examinations of plant, equipment and vehicles is maintained, and School Managers are made aware of impending examinations
- premises, plant, equipment and Landon School vehicles are maintained in a safe condition
- adequate arrangements are in place to ensure the security of the Landon School, the staff, visitors and pupils
- adequate arrangements for fire and first aid are established
- welfare facilities provided are maintained in a satisfactory state
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- health and safety notices are displayed

The Chief Operations Officer as the Health and Safety Manager (HSM) will ensure that:

- the senior leadership team actively lead the implementation of our Health and Safety Policy
- staff are supervised to ensure that they work safely
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- there is communication and consultation with staff on health and safety issues
- staff are encouraged to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- personal protective equipment is provided, staff instructed in its use and that records are kept
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all.

**Duties of Staff Holding Posts/Positions of Special Responsibility:** These staff:

- have a general responsibility for the application of the Proprietor's safety policy to their own area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that area of work and follow the advice or instructions given by the Headteacher including complying to the relevant parts of this statement;
- 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, duplicating fluid, guillotines);
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Chief Operations Officer any

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- of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Chief Operations Officer;
  - 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;
  - shall, where appropriate, seek the advice and guidance of the Headteacher or any relevant adviser appointed by the Proprietor and shall propose to the Headteacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

#### **Arrangements:**

- We have a registration book to record the arrival and departure of all staff, children, parents, visitors and contractors who enter our school.
- We require all employees and volunteers to sign that they are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school.
- We ensure that children 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 parents.
- Only those staff who are registered child carers and who have been checked by an 'enhanced disclosure' from the DBS (Disclosure and Barring Service) are allowed unsupervised access to the children in our care.
- A minimum of two staff are always present whenever any children are on our premises. A proportion of staff are trained in emergency first aid and at least one member of staff who has a current full first aid training certificate is present at all times whilst children are on our premises.
- Parents, visitors, contractors etc. can only enter the building through the main entrance.
- All children in our care are regularly reminded of what is safe and not safe to do when on our premises.
- We have installed a fire detection system in all fire risk areas. These are checked on a rolling weekly basis. We ensure that everyone can hear the fire alarm when it is raised.
- We regularly practise and record the findings, of what to do in the event of a fire and make sure all the children in our care know what to do if they hear our fire alarm.
- Head injuries will always be reported to parents and carefully monitored.
- We only use safety-approved substances for use by children, such as non-toxic glues and paints. We only use water-based products, not solvent-based one.

*Working Together to Safeguard Children* (HM Gov: July 2018 Last updated 15 December 2023), helps to outline individuals' responsibility in promoting the safety and welfare of all children. We also comply with *Keeping Children Safe in Education Statutory guidance for schools and colleges* (KCSIE 2022). Our school is vigilant and alert to triggers and situations that may put children at risk, and we must be proactive in taking action. Communicating with children effectively is crucial. To do this, we need to know their personalities and be sensitive to their specific needs.

**Child protection:** If an employee or volunteer suspects that a pupil may be the victim of abuse, they should immediately inform the school's Designated Safeguarding Lead (DSL). It is the school's policy for the school to comply with the Local Authority's Child Protection Procedures. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures. The school has a separate Safeguarding and Child protection policy which is reviewed annually.

**Supervision of pupils:** In addition to this being built in to the day to day working practices at Landon School we also have a separate policy that clearly states the schools approach. We make professional judgements taking into 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 will remain locked at all other times.

**Online Safety:** Please refer to our Online Safety (including social media), safeguarding and Preventing Extremism policies. We use only a filtered internet service and pupils are supervised when accessing the internet. Staff use Child Exploitation and Online Protection (CEOP's) teaching materials for specific internet safety advice during online safety week. Parents are asked to sign authorisation for their child to use the Internet through the school's acceptable use form. We also seek parental permission at the start of each year to allow us to use photographs of children or their work on the school's website, or in newsletters and other publications.

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### **Arrangements for the Comfort of Children and Staff**

- Safe, adjustable heating systems keep the premises warm.
- Our windows are safe, and allow sufficient light through.
- Some doors have safe vision panels fitted so that pupils can be seen before opening.
- Our floors are designed to minimise slips and trips and are regularly checked to ensure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room as well as lockable cabinets for the storage of any potentially harmful items.
- We have sufficient ventilation and air circulation systems.
- Fresh drinking water is available at all times. Water supplies that are not safe for drinking are signed as such.

### **Arrangements for Hygiene:**

- We provide protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- 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. They are checked daily.
- Only safety-approved cleaning materials are used.
- We have a daily cleaning schedule to cover all areas accessible by children.
- We teach our children about the importance of hygiene and keeping their hands clean.
- Any animals on site are checked via a Pet Passport and presenting valid inoculation certificates to ensure they do not pose a threat to children's health. Any unchecked animals, such as pets, are strictly forbidden. Dogs and other pets (excluding guide dogs) must remain with their owner at all times and under full control by means of a suitable lead or restraint.

**Risk Assessment:** The Proprietor ensures that- (a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy in compliance with Health and Safety Work regulations 1999; and (b) appropriate action is taken to reduce risks that are identified. Our Risk Assessments Policy is an integral part of our health and safety procedures and expands on the detail given in this Health and Safety Policy. Our Risk Assessment Policy, when read in conjunction with this Health and Safety Policy, demonstrates that our risk assessment is systematic with a view to promoting children's welfare. Particular attention is paid to key areas of risk such as supervision and school trips. The policy content includes: when risk assessments should be completed, who is responsible for drawing-up and checking these, recording (including any pro-forma), training for staff.

- Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The Headteacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. A regular programme of planned assessments is to be completed. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported to the Headteacher who will prioritise issues and assign resources to undertake remedial/control measures where required.

**Staff Training in Health and Safety, including Risk Assessment:** Staff training in child protection, Prevent duty, first aid, fire safety, educational visits, curriculum specific activities and COSHH is a set agenda item for the Health and Safety Committee. Landon School will provide information, instruction and training in health and safety matters including this Health and Safety Policy appropriate to the needs of the individual or group of staff members. In doing so, consideration will be given to the nature of the duties held by staff members and the potential hazards that either they or others within their charge may be exposed to. Newly appointed employees could be vulnerable to any risk therefore all relevant Health and Safety matters are drawn to their attention at an early stage. 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 should be particularly alert for hazards. Fire Wardens are trained to perform their duties and will receive refresher training every three years.

### **All pupils are expected, within their expertise and ability to:**

- Exercise personal responsibility for the safety of themselves and their fellow pupils

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- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of Landon School and in particular, the instructions of teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

**Recording and Reporting accidents to staff, pupils and visitors:** The Headteacher ensures that Landon School complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which Landon School is required to report to the Health and Safety Executive (telephone: 0345 300 99 23):

- Deaths, major injuries, more than seven day injuries;
- An accident causing injury to pupils, members of the public or other people not at work where they are taken to hospital and is out of or in connection with work;
- A specified dangerous occurrence.

All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an 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 Chief Operations Officer. Records should be stored for at least three years or if the person injured is a minor.

**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. We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in Personal, Social, Health, and Economic Education (PSHEE) along with Citizenship; reinforcing these points in science, where children 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 the spiritual growth and welfare of the children through the Religious Education curriculum, through special events such as harvest festivals and through collective worship. Each class has the opportunity to discuss problems or issues of concern with their teacher or tutor during tutor time. This can help pupils discuss and overcome any worries that they may have. Teachers handle these concerns with sensitivity.

**First Aid and Medication:** Please refer to the school's separate First Aid Policy. Landon School has in place: practical arrangements at the point of need, the names of those qualified in first aid and the requirement for updated training every three years, at least one qualified person on site when pupils are present, ways to show how accidents are to be recorded and parents informed, access to first aid boxes, arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes), hygiene procedures for dealing with spillage of body fluids and guidance on when to call an ambulance.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. All staff will be aware of how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid-signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity. If a pupil requires medication whilst in the care of the school, the parent should notify the school in writing and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the school policy as stated by the Headteacher.

**Occupational Health Services and Managing Work-Related Stress:** As a good employer we take our duties and responsibilities with regard to 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 policies and procedures and working practices in place.

#### **Arrangements for Activities:**

- Adults accompanying residential trips have an enhanced DBS certificate and must have a copy of the risk assessment.
- We inform parents of plans for events on our premises.
- We always ensure adequate staffing ratios at all times.
- We insist that parents sign consent forms to take the children away from the premises for an outing.
- We ensure that our staff have access to all necessary equipment for outings.
- We ensure we have means of communication during outings and a list of appropriate telephone numbers.

For further details please refer to Educational Visits, Off-Site Activities and Visitors' Policy.

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**Off-site Visits, Including Residential Visits and School-Led Adventure Activities:** The School has procedures and Risk Assessments for Educational Visits and Off-Site Activities.

**Adventure Activities using licensed providers:** When planning an activity that will involve caving, climbing, trekking, skiing or water sports, we check that the provider holds a licence as required by the Adventure Activities Licensing Regulations now under the purview of the Health and Safety Executive. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future. All Non-standard or Adventure activities must be subject to a structured risk assessment before being undertaken. All assessments must be supported by a backup plan which details measures to be taken in the event of the activity going wrong and participants put at the risk of harm.

Non-standard activities must be supervised by a member or members of staff with appropriate recognised qualifications and relevant experience. In certain cases, additional supervision may be provided by personnel from outside the School, who have relevant expertise and appropriate recognised qualifications. The School does not rule out the possibility of undertaking activities which contain an element of risk, though it does commit itself to ensuring that those activities are as well controlled as is practicable.

**Transport:** We only hire taxis, minibuses and coaches which are approved by the local authority, where drivers are DBS checked and each seat has either a seatbelt or a booster seat as is applicable. In advance of the trip pupils will be given clear safety instructions based on the risks associated with the particular type of travel. Children must sit only two to a double seat. Seat belts must be worn and where appropriate booster car seats should be used. All drivers of the school mini-bus must have undertaken appropriate mini bus awareness training. In cases of long journeys, pupils will be given the opportunity to exercise after reasonable intervals. First-aid material must be carried and be readily available throughout the visit.

**Behaviour of any person (including a parent) on the school premises:** Our School has a written Behaviour Policy setting out the behaviour expected of parents on the premises and the procedures that will happen when the school wishes to restrict a parent's access to school premises because a person is causing a nuisance or disturbance. A parent who has been banned from entering school premises is trespassing if he or she does so without permission. Any violent behaviour will be reported to the police.

**Theft or other criminal acts:** The Headteacher will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the pupil or staff member's personnel file if applicable.

**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.

**Manual Handling:** The School has in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately.

**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 Chief Operations Officer. Records should be stored for at least three years or if the person injured is a minor.

**Non-Smoking/Vaping:** Please refer to our Staff Behaviour Policy re smoking. Smoking (including vaping) is not permitted on site. Should we find any member of staff smoking at school we would consider this a serious breach of the terms of employment. We aim to help pupils know and understand the dangers of smoking/vaping and the harmful effects that it 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.

**Dealing with Health and Safety Emergencies: Procedures and Contacts:** The procedures for Fire and Emergency evacuation are kept in the fire box located at every fire alarm control panel around Landon School. These procedures are updated on a regular basis and dated to indicate the latest update. The log books for recording and evaluation of practice and evacuation drills are held securely by the Chief Operations Officer. The Headteacher has overall responsibility for implementing the evacuation procedure if an emergency

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were to occur. Arrangements are in place in the absence of the Headteacher which are specified in the daily routines. Landon School has in place a Crisis Management 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.

**Restraint:** All members of staff are aware of the regulations regarding *The Use of Force to Control or Restrain Children* as set out in the Education Act 1996. Teachers in our school do not hit, push or slap children. Staff only intervene physically to restrain children to prevent them injuring themselves or others, damaging property or committing a criminal offence. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Headteacher and recorded in the child's personal file. The child's parents are informed on the same day. Records are kept of when force is used and parents are informed. Guidance is given to all 'members of staff' (as defined above) on the circumstances in which 'physical intervention' is allowable.

**Arrangements for the Safety and Security of Equipment:** The following arrangements are put in place to look after all equipment on the premises as well as any hired or purchased equipment:

- Electrical equipment and installations are checked by competent persons or organisations.
- Gas heating boiler and supply lines above ground are regularly checked (annually) by the Boiler Service Contractor. Access to these is strictly controlled.
- Playground equipment conforms to British Standards for safety and allows sufficient space in between for safe movement and access.
- Internal play equipment is assessed for safety and suitability prior to use by the Head of PE.
- Regular visual checks are made on the integrity and safety of all play equipment used externally. Suspect equipment is taken out of service until repaired.

**Electrical systems:** The School will ensure that all permanent electrical systems and wiring are maintained in good and safe condition. Periodic reviews of electrical systems will be undertaken so as to support this approach. Portable electrical equipment is visually checked by staff before use and if any defects are noted the item is put out of use. In addition, both school and student owned portable electrical equipment items are subject to a regular check in line with guidance on checking of electrical equipment.

**Management of Asbestos:** An Asbestos survey has been undertaken with recommendations implemented; the school has in place both a policy, management plan and a specialist checklist for the management of asbestos. The school complies with the regulatory requirements for the management of asbestos.

**Control of Substances Hazardous to Health (COSHH):** Integral to our COSHH Policy are both the inventory and risk assessments. Only trained staff will be permitted to use the substance. When evaluating substances, any fumes/gasses/vapours and dusts generated by processes will also be assessed. Contractors will be reminded of their responsibility to notify Landon School should they need to use any substance that may be hazardous and appropriate control measures will be put in place. If the school feels that the control measures are insufficient, the contractor will not be permitted to start work until an alternative can be found. This may mean postponing the work until staff/students are not present.

**Working at Height:** Any situations where work may need to be carried out at height are in consultation with our Site Manager. If any work on fragile roofs is required, then this will be sub-contracted out to a specialist roofing contractor who has been vetted for competence and who has supplied a satisfactory method statement. No work will be carried out near any openings or holes in a roof (or floor surface) or near its edge, unless suitable control measures have been put in place. Suitable measures will include provision of secure coverings over holes or openings, and provision of suitable roof edge protection. We have produced a separate document which relates to staff working at height in our school. For more information, please read 'Working at Height policy' in our Health and Safety Manual.

**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 Landon School e.g. contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school.

**School Security:** 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' book 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 Guidance Leaflet, which includes matters on Health and Safety. 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 Headteacher or School Office immediately. The Headteacher will direct any intruder, that they must leave the school site straight away. If this does not occur, the Headteacher will contact the police immediately.

**Reporting Injuries to Insurers:** All injuries which might foreseeably lead to a civil claim for damages should be referred to the .Chief Operations Officer, who will ensure that the relevant insurer is informed. Where the School receives a claim for damages, then that claim must, without delay, be referred to the School's insurance company.

**Selecting and Managing Contractors and those hiring the premises:** When the premises are used for purposes not under the direction of the Headteacher then, subject to the explicit agreement of the Proprietor, 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 Headteacher. The Proprietor 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 Proprietor 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. If scaffolding is required to ensure safe access, then competent scaffolding contractors will be used to erect, maintain and take down scaffolding. All scaffolding must comply with BS EN 12811-1:2003.

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. Contractors may not commence work until they have reported to the school and ensured that any permit to work documentation is completed. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Proprietor will take such actions as are necessary to prevent persons in their care from a risk or injury. The Proprietor 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.

The procedures for selection, appointment and monitoring of contractors working within the school premises are defined in the Building Procedures. These have taken into account: the Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and safety along with building Contracts undertaken on educational Premises. 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:

- 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';
  - The scope of the Works, the name of the Contractor undertaking the Works, the dates and times of operations at the school.
- 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.

**Display Screen Equipment:** Landon School will take appropriate measures to protect staff and students from risks arising from the use of display screen equipment and associated workstations. All computer workstations will be assessed in accordance with a standard protocol, to identify risk factors arising from the interface between the user, the equipment and the work environment. Please see our Health and Safety Manual for full details on our procedures.

**Noise:** The school will take all appropriate measures necessary to protect employees, students and others from damage to hearing due to noise caused by School or contractor operations. This will be achieved by avoiding the use of noisy equipment or processes in so far as this is practicable. Where this can't be achieved then suitable hearing protection will be provided to those who may be exposed.

**Lettings and Hirers:** The Site Manager is responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health and ensures that the means of access and egress are safe for the use of hirers. The Site Manager is also responsible for fire escape routes and making sure exits are clearly marked for the benefit of unfamiliar users of the building. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment.

Hirers must comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on), and adhere to the capacity figures detailed on any lettings documentation. 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 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 Proprietor and that they do not, without the prior consent of the Proprietor: Introduce equipment for use on the school premises, alter fixed installations, remove fire and safety notices or equipment and take any action that may create hazards for any persons using the premises

**Fire Safety:** In compliance with the 'Fire Safety Order' (2005) Landon School has an annual external Fire Risk Assessment Audit, which is formally recorded and reviewed. The Proprietor complies with the additional duties to: produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances, develop fire procedures and provide staff training (repeated periodically where appropriate), ensure the safety of staff or anyone else legally on the premises, carry out fire drills and contact emergency services when necessary, appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation), have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person' (such as, ISO 9001 certified or BAFE approved) and provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

**Personal Protective Equipment (PPE) and required Clothing:** Landon School recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. The school will supply any PPE identified as a required risk control measure within risk assessments for carrying out activities in lessons. Employees who are required to use or wear any other PPE are provided with training on the circumstances in which it is to be used, the hazards it will protect against, the importance of correct use, and any limitation of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements. The monitoring and issue of PPE is the responsibility of the Site Manager.

**Health and Safety arrangements during a Pandemic:** A Risk Assessment, would be put in place to protect pupils and staff at Landon School, especially those who are vulnerable. The Risk Assessment will be written by a NEBOSH qualified member of staff and circulated to all staff at the start of the pandemic and has been regularly updated to incorporate updated advice from Government. Staff will also have the opportunity to add to the Risk Assessment. Additional resources will be purchased as required to manage the pandemic e.g. hand sanitizers.

**Further Information:** With reference to the following statements, Landon School has the required details, policies, procedures and working practices in place. Additionally, documentation is in place concerning:

- Anti-bullying
- Behaviour management
- Employment
- Fire safety policy and audit and role of fire wardens
- First aid and the administration of medicines
- Risk assessment
- Safeguarding (Child Protection/Safer Recruitment, E-Safety and Prevent Duty)

**Health and Safety Committee:** The Health and Safety Committee is the consultative body of the School for health and safety. The Health and Safety Committee will:

- consider and support the School's policies for health, safety and welfare and assist in monitoring and reviewing their effectiveness
- consider forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules or the review of existing procedures of any School activity
- promote health and safety communication and training in the organisation at all levels
- receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents
- receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to

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prevent future similar incidents

- consider reports of internal and external monitoring of the School
- ensure trends in accident statistics are identified and to make recommendations for action
- keep under review communications and publicity relating to health, safety and welfare and where necessary to recommend any improvements or changes
- consider reports provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority
- consider relevant health, safety and welfare matters raised by members of the Health and Safety Committee.

**Health and Safety Rules:** Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties. Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

**General:**

- It is the duty of all employees to co-operate with the Proprietor in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

**Working Practices**

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

**Hazard / Warning Signs and Notices**

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

**Working Conditions / Environment**

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, corridors, classrooms and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials using the facilities provided.
- Employees must clear up any spillage or liquids in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

**Protective Clothing and Equipment**

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

**Fire Precautions**

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any firefighting equipment provided.
- Employees must report any use of fire fighting equipment to their supervisor.

**Accidents**

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment, they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify management of any incident in which damage is caused to property.

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## Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

## School Transport:

- Drivers must carry out prescribed checks of vehicles prior to use and in conjunction with the laid down checking procedure.
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees must not carry unauthorised passengers or unauthorised loads.
- Employees must not use vehicles for unauthorised purposes.
- Employees must not load vehicles above the stated capacity.
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.
- Employees must not drive whilst using a mobile phone or any other electronic device.

**Rules Covering Gross Misconduct:** An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules
- unauthorised removal or interference with any guard or protective device
- unauthorised operation of any item of plant or equipment
- unauthorised removal of any item of first aid equipment
- wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- unauthorised removal or defacing of any label, sign or warning device
- horseplay or practical jokes which could cause accidents
- making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- deliberately disobeying an authorised instruction
- Misuse of chemicals or substances



## APPENDIX 1

**Specific responsibilities:** The management procedures listed in Section 3, require certain individuals to implement them. The details and named individuals are shown in the following table. This list will be updated as appropriate to reflect changes in roles and responsibilities.

| Details   | Responsible Person(s)   |
|---|---|
| <p>Safety management:</p> <ol style="list-style-type: none"> <li>1. Maintain and update the health and safety action plan</li> <li>2. Minutes from all H&amp;S meetings are available to all staff</li> <li>3. Maintain the Health and Safety files</li> <li>4. Monitor progress with the inspection programme</li> </ol>   | <ol style="list-style-type: none"> <li>1. Chief Operations Officer</li> <li>2. Chief Operations Officer</li> <li>3. Chief Operations Officer</li> <li>4. Chief Operations Officer</li> </ol>  |
| <p>Risk assessments:</p> <ol style="list-style-type: none"> <li>1. Oversee the maintenance of assessments</li> <li>2. Amend and update general assessments</li> <li>3. Carry out and maintain display screen assessments</li> <li>4. Carry out and maintain manual handling assessments</li> <li>5. Carry out and maintain COSHH assessments</li> <li>6. Water safety.</li> </ol>   | <ol style="list-style-type: none"> <li>1. SMT</li> <li>2. SMT</li> <li>3. Site Manager</li> <li>4. Site Manager</li> <li>5. Site Manager, Housekeeping, Kitchen</li> <li>6. Site Manager</li> </ol>   |
| <p>Fire and emergencies:</p> <ol style="list-style-type: none"> <li>1. Oversee fire precautions</li> <li>2. Carry out alarm tests</li> <li>3. Maintain the fire log</li> <li>4. Water testing log</li> </ol>  | <ol style="list-style-type: none"> <li>1. Headteacher/Chief Operations Officer</li> <li>2. Chief Operations Officer/Site Manager</li> <li>3. Chief Operations Officer</li> <li>4. Site Manager</li> </ol>   |
| <p>Accidents, diseases and dangerous occurrences:</p> <ol style="list-style-type: none"> <li>1. Make statutory accident and dangerous occurrence reports</li> <li>2. Maintain records of accidents, dangerous occurrences and diseases.</li> <li>3. Scrutinise sick notes and make statutory disease reports</li> <li>4. Protocols and arrangements for COVID</li> </ol>  | <ol style="list-style-type: none"> <li>1. Chief Operations Officer</li> <li>2. Chief Operations Officer</li> <li>3. Chief Operations Officer/HR</li> <li>4. SMT</li> </ol>  |
| <p>Occupational Health and First aid:</p> <ul style="list-style-type: none"> <li>• Oversee the first aid provision</li> <li>• Keep first aid boxes stocked</li> </ul>   | Chief Operations Officer  |
| <p>Information, Instruction and Training:</p> <ol style="list-style-type: none"> <li>1. Maintain training records</li> <li>2. Ensure that induction training is carried out</li> <li>3. Ensure that further training is provided where appropriate</li> </ol>   | <ol style="list-style-type: none"> <li>1. HR</li> <li>2. Chief Operations Officer</li> <li>3. Headteacher</li> </ol>  |
| <p>Workplace, buildings and contractors:</p> <ol style="list-style-type: none"> <li>1. Arrange necessary maintenance for the workplaces, including the control of contractors</li> <li>2. Prepare and keep up-to-date a cleaning schedule</li> </ol>  | <ol style="list-style-type: none"> <li>1. Chief Operations Officer</li> <li>2. Chief Operations Officer with Housekeeping Department</li> </ol>   |
| <p>Pupil and Staff Safety and Security:</p> <ol style="list-style-type: none"> <li>1. Draft and maintain departmental safety rules</li> <li>2. Maintenance of departmental equipment</li> <li>3. Planning of events</li> <li>4. Sports rules and equipment maintenance</li> <li>5. Upkeep of rules for off-site activities</li> <li>6. Compliance with off-site activity rules</li> <li>7. Upkeep of security policy</li> </ol> | <ol style="list-style-type: none"> <li>1. SMT</li> <li>2. Pathway Leads</li> <li>3. Staff supervising the event</li> <li>4. Head of PE</li> <li>5. Outdoor Activities Co-ordinator</li> <li>6. Outdoor Activities Co-ordinator</li> <li>7. SMT</li> </ol> |

## APPENDIX 2

**General Health and Safety Matters:** 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' book 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 Leaflet. Staff must immediately report to the school office, 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 Headteacher or Chief Operations Officer immediately. The Headteacher will direct any intruder that they must leave the school site straight away. If this does not occur the Chief Operations Officer will contact the police immediately. We also log all incidents involving injury in the school and we inform parents in all cases. Head injuries will always be reported to parents and carefully monitored. Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance

**On-site vehicle movements:** These are carefully monitored to ensure safety for all. Pupils are either kept inside or moved to a safe area of the playground.

**Control of Substances Hazardous to Health:** The implications to COSHH applies at Landon School where both records and working practices reflect the seriousness in which Landon School implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum and administrative functions. Integral to our COSHH Policy are both the inventory and risk assessments. Only trained staff will be permitted to use the substance. When evaluating substances, any fumes/gasses/vapours and dusts generated by processes will also be assessed. Contractors will be reminded of their responsibility to notify Landon School should they need to use any substance that may be hazardous and appropriate control measures will be put in place. If the school feels that the control measures are insufficient, the contractor will not be permitted to start work until an alternative can be found. This may mean postponing the work until staff/pupils are not present.

**Dealing with Health and Safety Emergencies: Procedures and Contacts:** The procedures for Fire and Emergency evacuation displayed in every classroom and in prominent positions around Landon School. These procedures are updated on a regular basis and dated to indicate the latest update. The logbook for recording and evaluation of practice and evacuation drills will be held securely at Reception. The Health and Safety Manager has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of Health and Safety Manager which are specified in the daily routines. Landon School has in place a Critical Incident 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 'Critical Incident Plan' which forms part of our Health and Safety Manual

**Fire Safety:** In compliance with the 'Fire Safety Order' (2005) Landon School undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our Governors comply with the additional duties to: produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances, develop fire procedures and provide staff training (repeated periodically where appropriate), ensure the safety of staff or anyone else legally on the premises, carry out fire drills and contact emergency services when necessary, appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation), have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being performed by a 'competent person' (such as, ISO 9001 certified or BAFE approved) and provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care. We have installed smoke detectors in risk areas, these are checked in a weekly basis.

The role of the 'responsible person' at Landon School is undertaken by the Health and Safety Manager. The HSM keeps records of the following:

- the fire risk assessment and its review.
- the fire risk (prevention) policy.
- fire procedures and arrangements.
- training records.

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- fire practice drills and
- certificates for the installation and maintenance of fire-fighting systems and equipment.

**Noise:** The school will take all appropriate measures necessary to protect employees, pupils and others from damage to hearing due to noise caused by School or contractor operations. This will be achieved by avoiding the use of noisy equipment or processes in so far as this is practicable. Where this can't be achieved then suitable hearing protection will be provided to those who may be exposed.

**Selecting and Managing Contractors** The Governors 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. If scaffolding is required to ensure safe access, then competent scaffolding contractors will be used to erect, maintain and take down scaffolding. All scaffolding must comply with European Standard EN12811-1:2003.

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. Contractors may not commence work until they have reported to the school and ensured that any permit to work documentation is completed. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to act to make them safe, the Governors will take such actions as are necessary to prevent persons in their care from a risk or injury. Contractors working on site will be referred 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.

The procedures for selection, appointment and monitoring of contractors working within the school premises takes into account: The Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and safety along with building Contracts undertaken on educational Premises. 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:

- 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'.
- The scope of the Works, the name of the Contractor undertaking the Works, the dates and times of operations at the school.
- 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.

#### **Related Documents:**

Safeguarding (Child Protection).

Safer Recruitment Policy.

Anti-Bullying Policy.

LOtC, Educational Visits.

Health and Safety Poster.

Online Safety.

Staff Behaviour Policy (code of Conduct).

First aid and the administration of medicines.

Fire safety policy and Fire Risk Assessment

Risk assessment including access to risky areas.

Behaviour management.

Data Protection and Retention.

Healthy and Safety Manual.

Critical Incident Plan

PREVENT Duty

#### **LOtC External Links:**

[..\LOtC\6k-FAQ-Visits-and-the-threat-from-terrorism.pdf](#)

[..\LOtC\Counter Terrorism Policing.Run.Hide.Tell.pdf](#)

[..\LOtC\Recognising the terrorist threat \(gov.uk\).pdf](#)

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We adopt or modify the guidance below to suit our circumstances:

- actions for schools during the coronavirus outbreak
- HSE website: common hazards
- CLEAPSS guidance on Covid-19 in schools
- HSE guidance on making your workplace COVID-secure
- Outdoor Education Panel Coronavirus guidance
- DfE guidance: Asbestos management in schools
- DfE guidance: Emergency planning and response
- CLEAPSS for science and design and technology
- ASE for science
- The Design and Technology Association for design and technology
- Association for Physical Education
- Outdoor Education Advisers' Panel for school trips
- Living safely with respiratory infections, including COVID-19

## APPENDIX 3

A list of all supporting policies and procedures is attached at the end of this policy. Further advice and guidance on many of the matters raised in this policy are available in the Health and Safety Manual. Specifically, there are details on:

### List of Relevant Documents:

1. Accessibility plan and Reasonable Adjustment Policy
2. Accident, Incident and Ill-Health Recording, Reporting and Investigation
3. Alcohol Policy
4. Animals on site and farm visits
5. Answering the door and collection of children
6. Arson prevention policy
7. Asbestos management (and control of) Policy
8. Bad Weather Travel Policy
9. Bereavement and sudden death of a child
10. Catering, drinking water and healthy eating
11. Children and young persons' employment
12. Complaints relating to health and safety
13. Control of Contractors
14. COSHH (Control of substances hazardous to health)
15. Crisis management and critical incident plan
16. Critical incident report sheet and staff personal notes form
17. Curriculum health and safety
18. Defect reporting form
19. DfE Guidance
20. Display screen equipment
21. Drugs and Alcohol policy
22. Electrical equipment - visual inspection form - PAT
23. Glass
24. Handyman risk assessment
25. Head Lice Policy
26. Housekeeping
27. Hygiene good practice policy
28. Incident and Outbreak Management
29. Incident Report Sheet
30. Ladder safety policy
31. Late Collection of Pupils
32. Legionnaires disease and water testing
33. Lone worker policy including out of hours
34. Manual Handling
35. New and Expectant Mothers
36. Non-smoking, alcohol and drugs policy
37. Occupational health
38. Office and classroom self-audit
39. Outdoor equipment inspection
40. Outside environment
41. Personal Protective Equipment (PPE)
42. Playgrounds in Strong Winds
43. Reporting Injuries and Diseases
44. Risk Assessment and Management
45. Security, critical incidents and criminal acts
46. Sick child policy
47. Slips, Trips and Falls
48. Stress
49. Sun safety policy
50. Use of Vehicles on Site
51. Use of Vehicles, Minibuses and Parking
52. Violence and personal safety
53. Visitors
54. Waste Policy
55. Work equipment
56. Work experience
57. Working at Height
58. Workplace Health Safety Welfare Regulations
59. Accident, incident and ill-health recording, reporting and investigation.
60. Animal associated infections/ animal disease
61. Communication and Consultation
62. Contractors
63. Design and technology
64. Disabled persons including pupils with special educational needs (SEN)
65. Display Screen equipment
66. Driving
67. Educational visits
68. Electricity
69. Fire
70. First aid
71. Food and feeding
72. Food science
73. Gas installations and appliances
74. General precautions
75. Hazardous substances (COSHH)
76. Infection control
77. Interactive whiteboards
78. Legionnaires disease
79. Lone working
80. Manual handling
81. Minibus
82. Needlestick or sharps injuries
83. Noise
84. Outdoor play equipment
85. Personal protective equipment
86. Physical education
87. Risk assessment
88. Safeguarding
89. Science
90. Smoking
91. Process for snack time
92. Role of the practitioner
93. Stress
94. Supporting pupils with medical needs
95. Temporary staff and volunteers
96. Training
97. Violence to staff
98. Window restrictors
99. Work at height
100. Work equipment
101. Work experience placement
102. Working time regulations

The list of guidance below provides us with sources of further help on health and safety related risks:

- workplace safety for teachers, pupils and visitors – checklist for classrooms
- work at height
- slips and trips in educational establishments
- on-site vehicle movements
- managing asbestos in your school

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- control of hazardous substances
- selecting and managing contractors
- good estate management for schools
- school building design and maintenance (and where necessary examination and testing)
- manual handling
- managing work-related stress

#### APPENDIX 4

##### Emergency contact persons and emergency isolation points

| CONTACT                      | NAME | TELEPHONE |
|------------------------------|------|-----------|
| Electrical/ Heating Engineer |      |           |
| First Aider(s)               |      |           |
| Fire officer                 |      |           |
| Health and Safety Advisors   |      |           |

| ISOLATION POINTS | LOCATION |
|------------------|----------|
| Water            |          |

|             |  |
|-------------|--|
| Electricity |  |
|-------------|--|

##### Useful Numbers for Major Emergencies

|              |                               |
|--------------|-------------------------------|
| Fire:        | 999                           |
| Police:      | 999                           |
| Water:       | Southwest Water 0800 169 9965 |
| Gas          | British Gas 0800 111 999      |
| Electricity: | Western Power 0800 6783 105   |