



## Health and Safety Policy (inc COVID- 19 protocol)

**This policy applies to all areas of school activity.**

### **HEALTH and SAFETY POLICY STATEMENT**

- a. The Proprietor is fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. To meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority. The school has regard to the DfE Non-statutory Guidance on Legal Duties and Powers for Local Authorities, Head Teachers, staff and Governing Bodies (2013) \*.
- b. The objective of the Health and Safety Policy is to minimise risks to the Health and Safety of the Pupils, Staff and others affected by the School's activities, by identifying and then controlling hazards this includes Covid-19.
- c. The Proprietor, assisted by the SLT, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- d. Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
- e. Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to the Headteacher.

Accepted by Sarah Fernihough, Headteacher  
Dated: 10<sup>th</sup> August 2020 (due to Covid-19 amendment)  
Updated annually.  
Next review: July 2021

## **RESPONSIBILITIES**

### **PROPRIETOR will, as far as reasonably practicable:**

- a. Ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme.
- b. Periodically discuss the effectiveness of the policy with the SLT and ensure that any necessary changes are made.
- c. Ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

## **RESPONSIBILITIES**

### **SENIOR LEADERS will, as far as reasonably practicable:**

- a. Ensure that there is an effective policy for Health and Safety within the School and will be responsible for the establishment and effectiveness of that programme.
- b. Periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c. Ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d. Ensure that responsibilities are properly assigned and accepted at all levels.
- e. Take direct interest in the Health and Safety Programme and support all persons carrying it out.
- f. Ensure that all areas of the School are inspected, from a Health and Safety point of view, each term.
- g. Ensure that all Staff have adequate training for the tasks that they are required to perform.
- h. Ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

## **RESPONSIBILITIES**

### **ALL STAFF will, as far as reasonably practicable:**

- a. Supervise the School Health and Safety Programme.
- b. Inspect building and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly.
- c. Monitor the effectiveness of the implementation of the Health and Safety Policy.

- d. Report to the Proprietor and SLT concerning Health and Safety matters, making recommendations as necessary.
- e. Ensure, in conjunction with the Proprietor and Headteacher, that there is sufficient material and publicity for the Health and Safety Programme.
- f. Assist in investigating all serious accidents and dangerous occurrences and recommend corrective action as necessary.
- g. Inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the School, in conjunction with the Headteacher.
- h. Ensure that all areas of the School are inspected from a Health and Safety point of view regularly.
- i. Undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Management of Health and Safety at Work Regulations 1999 and other regulations as appropriate, calling in experts in specific fields as necessary.

## **RESPONSIBILITIES**

### **TEACHING STAFF will, as far as reasonably practicable:**

- a. Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Draw up Safe Methods and Procedures, written where appropriate, for operations within their department with Risk Assessments as required.
- c. Ensure that all classroom/work areas are safe before they are used by any person.
- d. Ensure that all equipment is safe before it is used by any person.
- e. Ensure that Protective Equipment, where appropriate, is always used.
- f. Ensure that any hazardous or dangerous conditions or situations are reported to the SLT or Proprietor without delay.
- g. Endeavour, at all times, to ensure the Health, Safety and Welfare for all persons within their control.

## **RESPONSIBILITIES**

### **ALL OTHER STAFF will, as far as reasonably practicable:**

- a. Make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b. Always observe Health and Safety Rules.
- c. Conform to all advice given by the Health and Safety Adviser and instructions of others with a responsibility for Health and Safety.
- d. Report all accident, damage, hazardous or dangerous conditions or situations to the Headteacher or Proprietor/Bursar without delay.
- e. Wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.
- f. Ensure that working areas are kept clean and safe.
- g. Inspect all equipment and plant before use to establish that it is safe to use.
- h. Familiarise themselves with First Aid and Fire Procedures.
- i. Look after all Health and Safety equipment properly and report any defects immediately.

## **RESPONSIBILITIES**

### **ALL OTHER PERSONS ON THE SCHOOL PROPERTY will, as far as reasonably practicable:**

- a. Observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.
- b. Not work on the premises until the relevant rules are read, understood and accepted.
- c. Not work on the premises until covered by insurance against risk.

## **METHODS and PROCEDURES**

### **COVID-19 Health and safety**

#### **System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### **Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

#### **Response to any infection:**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

#### **Prevention**

##### **1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**

For this to be effective we ask that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days. Anyone developing those symptoms during the school day will be sent home and required to get a test. These are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

Everyone associated with Nurture Learning must adhere to this to ensure prevention.

The guidance for anyone with symptoms is as follows:

- If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least **10 days** and should arrange to have a test to see if they have coronavirus (COVID-19).
- If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the **10 day** isolation period from the day they develop symptoms.
- Other members of their household (including any siblings) should self-isolate for **14 days** from when the symptomatic person first had symptoms.
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. This will be the First Aid room.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. The staff toilets will be used in this instance.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.
- As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the

symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).
- We will also take the temperatures of all staff, pupils and visitors as they enter the building.

## **2. Clean hands thoroughly more often than usual**

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.

Everyone at Nurture Learning must clean their hands regularly, including:

- when they arrive at school,
  - when they return from breaks,
  - when they change rooms
  - before and after eating.
- Hand sanitiser 'stations' are available in every room so that all pupils and staff can clean their hands regularly
  - Staff will supervise hand sanitiser use given risks around ingestion. Where necessary students will be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.

## **3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**

- The 'catch it, bin it, kill it' approach continues to be very important
- Tissues and bins are available in rooms.
- The current advice from PHE is that face coverings are not required in schools, but this is under constant review and should the guidance change we will adjust our approach.
- Children travelling to us via taxi must wear face coverings to and from school.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (except children under the age of 11), when attending a hospital as a visitor or outpatient, or when in a shop or a supermarket.

#### **4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach**

There is a daily cleaning check list that is followed by cleaning staff and this includes an enhanced clean.

- Staff will be frequently cleaning surfaces and shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet

#### **5. Minimise contact between individuals and maintain social distancing wherever possible**

*“Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.”*

At Nurture Learning we will be a whole school bubble due to our size. Children will be in their phases as much as possible and contact between phases will be minimised. Lunch will be eaten in classrooms and regular cleaning will take place of shared areas, such as door handles, toilet, light switches etc.

Due to the nature of our school students tend to have their own desk and resources, so this limits contact with others and their belongings. We ask that children refrain from bringing toys from home and only bring in the required items such as lunch, drinks, sunhats and medication.

#### **SAFE SYSTEMS**

The Proprietor and SLT have devised Safe Systems. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their department.

The systems will have considered the following principles as far as reasonably practicable: -



- a. The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- b. Analysis of the tasks involved, including safety analysis and the provision of clear instructions.
- c. Where appropriate, details of the correct sequence of operations involved.
- d. Identification of safe procedures, both routine and emergency.
- e. Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

#### AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:

- a) DOMESTIC SERVICES (CLEANING)
  - use of hazardous equipment
  - safety procedures
- b) SCHOOL GROUNDS - use of hazardous equipment

#### **METHODS and**

#### **PROCEDURES TRAINING**

Teaching Staff engaged have all received teaching training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

All staff receive Induction Training in line with the School's Induction Programme. Ancillary Staff etc will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them.

#### **METHODS and**

#### **PROCEDURES**

#### **PLAYGROUND SAFETY**

The School Staff have responsibility to ensure adequate supervision is always available. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

Playground areas are fully enclosed which ensures that safety is ensured and if staff identify an area of the School Grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

In all cases the School ensures that staff, supervising the playground activities, are competent to undertake the task.

## **METHODS and**

### **PROCEDURES FIRE**

The School buildings are regularly inspected to ensure that they comply with all relevant requirements.

#### **GENERAL**

Fire Procedures for are posted in all classrooms and call points with specific instructions as to the route to be followed in the event of fire.

Details of assembly points are included in Fire Procedure instructions. Each half - term all pupils are instructed in the action to be taken in the event of fire.

#### **FIRE DRILLS**

Fire practices are carried out each half- term and these practices are recorded in the site

Fire Log. Lockdown Drill is held annually.

## **METHODS and PROCEDURES**

### **OFF SITE ACTIVITIES -Field Trips, Visits etc**

For trips of this nature the School's trips' policy applies, its main provisions are summarised below:

- a. Careful planning of trip with prior visit made by organiser if necessary.

- b. Adequate evaluation of all Health and Safety factors involved.
- c. Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip beyond the locality. All parents sign general permission for trips to the locality e.g. park

### **SUPERVISION:**

Nurture Learning always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a. Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b. The expertise of Staff accompanying the trip.
- c. Accident and Emergency procedures.
- d. Contact person who knows the itinerary and can alert the Authorities in the event of failure to make a pre-arranged contact.
- e. Risk Assessment of any hazards that are likely to be encountered

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be considered.

### **METHODS and PROCEDURES**

#### **FIRST AID and MEDICINE CONTROL (see First Aid Policy)**

First Aid and Medicines are under the control of The Lead First Aider. First Aid Boxes are always kept topped up from a supply kept by the person in charge of First Aid at each site.

Pupils who are on medication are required to hand their medicine to the person in charge of First Aid for it to be administered as appropriate. The only exception to this is for pupils who are asthma sufferers who are permitted to administer their own medication as instructed by their doctor.

The following items are also controlled by the person in charge of First Aid:

1. The Accident Book - filled in for any injury, however minor, requiring treatment.
2. Pupil's Medicines - kept in a locked cabinet and administered as directed.

## **METHODS and**

### **PROCEDURES DOMESTIC**

#### **SERVICES**

#### **CATERING**

The school does not provide catering services. Pupils bring in their own drinks, snacks and lunch.

1. Mandatory training records may be inspected on each site.
2. Recommendations, following visits by the Environmental Health Officer, are instigated without delay.

#### **CLEANING**

Cleaning is under the control of the Finance Manager who ensures that all areas of each site are cleaned in an appropriate manner in line with an established schedule.

1. Cleaning Schedules are in place and site specific.
2. Equipment is maintained by a competent person on both a planned and *ad hoc* basis.
3. Substances Hazardous to Health are not kept on site or are kept in locked cupboards not accessible to the pupils.
4. Induction training for new personnel is carried out to ensure there is a full and safe understanding of COSHH, the safe use of equipment, Manual Handling and Risk Assessment.

## **METHODS and**

### **PROCEDURES VEHICLES**

Road vehicles used by the School are all fitted with seat belts and are regularly serviced in accordance with manufacturers' recommendations.

Vehicle checks are carried out on a weekly basis. Any repairs carried out to the vehicle are also recorded in the vehicle log book.

**EACH VEHICLE IS EQUIPPED WITH THE FOLLOWING ITEMS:**

First Aid Kit  
Fire  
Extinguisher  
Torch  
Basic Tools  
De-Icer (in Winter)

The School subscribes to the Automobile Association thereby ensuring that its vehicles are recovered in the event of a breakdown

**BEFORE COMMENCING A JOURNEY, THE FOLLOWING PROCEDURE WILL BE ADOPTED:**

- a. The Member of Staff driving (the Driver) will satisfy him or herself that the vehicle is in good order and ready for the road.
- b. The Driver will ensure that any load carried inside or outside is secured correctly.
- c. The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

**IN THE EVENT OF BREAKDOWN, THE FOLLOWING PROCEDURE WILL BE ADOPTED:**

The Driver will summon help by using a mobile telephone which is always taken on journeys and will remain with the minibus but in a place of safety until assistance arrives.

## **METHODS and**

### **PROCEDURES CONTROL**

#### **OF VEHICLES**

Control of vehicles is of paramount importance within the School's site. Speed limits are employed to control the speed of vehicles in the grounds.

In all cases, the following rules must always be observed:

- a. Speed must be kept to a minimum.
- b. Care to be exercised always as there may be pedestrians crossing the play area.
- c. Parking only to be carried out in designated areas as indicated by school staff.

At the end of the day a staff member will supervise the safe hand-over of pupils to their parents in the car parking area.

## **METHODS and**

### **PROCEDURES SECURITY**

#### **OF SITES**

The School has taken all reasonable steps to prevent unauthorised entry into its premises.

The School has a Key pad entry system on the gate and the front door at the two points of access. Visitors to the school must ring the door bell and the door is opened manually by a member of staff.

In all cases, visitors are required to report to reception on arrival to sign in and receive a Visitor Badge.

Staff are always required to be vigilant and to challenge any person who is not known to establish whether they should be on the School premises.

## **METHODS and**

### **PROCEDURES MACHINERY**

#### **and PLANT**

Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The inspections and checks are carried out as follows:

1. Inspection of Mechanical Equipment by Teaching Staff and Classroom Ancillary Staff before use. E.g. tools for Design Technology
2. Annual servicing of Fire Alarm System.
3. Annual Service of Heating Equipment.
4. Annual service of Fire Extinguishers
5. Servicing of Cleaning Equipment as required.
6. Regular checks on Portable Electrical Equipment.
7. Five yearly checks on fixed wiring installations.

## **METHODS and PROCEDURES**

### **ENVIRONMENTAL CONTROL**

### **CLASSROOMS and GENERAL**

### **AREAS**

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. Nurture Learning endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

## **METHODS and**

### **PROCEDURES WASTE**

### **DISPOSAL**

#### **GENERAL WASTE**

The disposal of this waste is carried out in the usual manner by the local council. **RECYCLABLE WASTE**

Recyclable waste such as cans, glass, paper and plastics is collected regularly by the local council. **SANITARY WASTE**

Sanitary waste disposal bins are provided and serviced on a regular basis by an appropriately licensed and registered contractor and located in the disabled toilets and some toilets for female pupil use.

## **METHODS and PROCEDURES**

### **REPORTING PROCEDURES - Accidents and Near Misses**

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

#### **a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:**

- 1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.

2) Major Injury (as listed in the Regulations) to Staff, Pupils or Any Other People in an accident on the premises.

3) Dangerous Occurrences listed in the Regulations.

#### **b) Reporting**

1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1), 2) and 3) above.

2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.

3) A report will be sent to the Health and Safety Executive in the case of ill health listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

#### **c) Reporting Arrangements**

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

#### **d) Record Keeping**

A record will be kept of any injury, occurrence or disease requiring report as

follows: TIME: DATE: PLACE: PEOPLE INVOLVED: DESCRIPTION OF EVENT

### **METHODS and**

### **PROCEDURES**

### **HAZARDOUS SUBSTANCES**

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

a) Listing of Substances being used to establish whether they come under COSHH Regulations.



- b) Carry out COSHH Assessment having regard to the following points:
- 1) Prevention or Control - ideally prevention by substitution of a non- controlled substance, but if not possible control.
  - 2) Control Measures to be adopted.
  - 3) Maintenance of the Control Measures.
  - 4) Monitor the situation to establish that the measures are effective.
  - 5) Undertake Health Surveillance where relevant.
  - 6) Carry out Instruction and Training to ensure the following are understood:

Use of the substances, their handling, storage and disposal  
Emergency Procedures

Methods of Control

Use of Personal Protective Equipment

- c) Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

## **METHODS and PROCEDURES**

### **PERSONAL PROTECTIVE**

### **EQUIPMENT**

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE

- d) Provide accommodation for PPE
- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- c) Report any loss or defect

## **METHODS and**

### **PROCEDURES DISPLAY**

#### **SCREEN EQUIPMENT**

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- a. Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b. If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c. Implement any requirements established in b).
- d. Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e. Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f. Provide appropriate eye and eyesight corrective appliances as necessary.

- g. Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

## **METHODS and PROCEDURES**

### **RISK ASSESSMENT**

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998.

The Assessment will establish the following:

- a) The Hazards associated with an activity.
- b) The Potential Frequency and Severity of an accident.
- c) The Control Measures being employed to minimise the risk of an accident occurring.
- d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by School Staff as appropriate.

## **METHODS and PROCEDURES**

### **MANUAL HANDLING**

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably practicable:
  - assistance from other personnel
  - use of trolleys or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

## **METHODS and PROCEDURES**

### **NOISE**

The School regards Noise as a very important issue and takes the following action to minimise its effect.

- 1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- 2) Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- 3) Where applicable, Noise Meters will be used to monitor the noise situation, and should action be required to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

## **VIBRATION**

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

1. Equipment is selected carefully to ensure that the vibration level is as low as possible.
2. Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
3. Exposure time by employees will be established which should enable an assessment to be made to establish whether vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clear, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

## **METHODS and PROCEDURES**

### **CONTROL of CONTRACTORS**

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises. To meet these obligations, The School exercises control over contractors in the following way:

#### **1) IDENTIFICATION OF SUITABLE BIDDERS**

The following items will be considered:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation

d) Training Standards

## 2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately considered. Apart from normal site hazards the following will also be considered:

- a) Special Hazards applicable - e.g. Asbestos
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise

## 3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, considering all factors

## 4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

## 5) CONTROL OF CONTRACTOR ON SITE

- f) Nomination of person to co-ordinate all Health and Safety aspects
- g) Pre-commencement meeting to establish Contractor Liaison Person
- h) Arrangement of regular progress meetings
- i) Regular inspection of Contractor's operations
- j) Participation in site Safety Committee - where applicable
- k) Provision by Contractor of Written Method Statements in advance -  
- particularly where they apply to 2 a)
- l) Notification by Contractor of all accidents etc
- m) All machinery on site to have documentary evidence of Statutory  
Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007.

## **METHODS and PROCEDURES**

## **CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2007 (CDM)**

Nurture Learning is aware of its obligations under the CDM Regulations and where projects are such that they come under these regulations the School, as client, will carry out the following:

- a) Select and appoint a CDM Coordinator and Principal Contractor.
- b) Ensure that the CDM Coordinator and Principal Contractor are competent and check their allocation of resources to Health and Safety.
- c) Ensure that an adequate Health and Safety Plan is in place before work commences.
- d) Pass on information about the land and/or premises to be developed.
- e) Ensure that the Health and Safety File, prepared on completion of the project by the CDM Coordinator, is kept available for those subsequently carrying out construction work.

In line with Regulation 4 of the Construction (Design and Management) Regulations 2007, the School may elect an agent to act on its behalf when projects involving these regulations apply. On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

## **METHODS and PROCEDURES**

### **SAFETY/ SENIOR LEADERSHIP TEAM**

The Senior Leadership Team meets on a regular basis to carry out the following: -

- a) To promote Health and safety throughout the School
- b) To receive reports from the Health and Safety Consultant on the effectiveness of the implementation of the Health and Safety Policy
- c) To consider and introduce additional Safety Rules that may be required from time to time
- d) To ensure that, as far as reasonably practicable, current Health and Safety legislation is being complied with
- e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- f) To carry out any inspection of the School that may be required
- g) To consider what material, publicity or training should be used to help promote Health and Safety throughout the School
- h) To investigate any special hazards and to recommend action to be taken
- i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

## **CONSULTATION WITH EMPLOYEES**

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety

- legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
  - d) The planning of Health and Safety training.
  - e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation, but the School may consult by way of the Safety Committee if deemed appropriate.

## **METHODS and PROCEDURES**

### **ASBESTOS**

The School buildings are new buildings and do not contain asbestos.

## **METHODS and PROCEDURES**

### **HEALTH AND SAFETY EMERGENCIES**

#### **CRITICAL INCIDENTS**

Nurture Learning has anticipated the possibility of a Critical Incident occurring, requiring a recovery from a disaster and has devised a Critical Incident Management Plan (see Appendix i)

The Plan covers the constitution of a Critical Incident Committee which allocates responsibilities to members of staff as appropriate.

Under Disaster Recovery, we list:

- The actions to be taken for the School to return to normal operations and
- The action to be taken to ensure that activities can continue a temporary basis while remedial work is carried out.

## **METHODS and PROCEDURES**

### **OCCUPATIONAL HEALTH & STRESS**

#### **OCCUPATIONAL HEALTH**

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

Laboratory Hazards

Workshop Hazards

Fieldwork and Site Work

Clinical Activities

Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign.

Activities carried out by Staff, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

## STRESS

The School is aware of the potential for Stress with its employees.

The School adopts a proactive approach to this issue. Staff have regular access to supervision by a suitably qualified supervisor.

## **METHODS and PROCEDURES**

### **SLIPS and TRIPS**

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips, and Trips often occur through poor housekeeping.

To address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an on- going basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required



- Risk Assessment is undertaken where extraordinary situations exist

## **METHODS and PROCEDURES**

### **VIOLENCE**

Nurture Learning acknowledges that it has a legal duty of care towards those who work at and attend the School, and a responsibility to ensure, as far as is reasonably practicable, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

In the case of violent or aggressive behaviour on the part of parents, the SLT will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

### **METHODS and PROCEDURES MONITORING POLICY**

The Health and Safety Policy will be monitored on an ongoing basis by the SLT. Checks will be made regularly with an inspection being made of all areas of the School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the document is fully up to date and correctly reflects the activities.

August 2020- due to COVID-19 amendments  
To be reviewed July 2021

## Appendix i

### **Critical Incident Plan**

A critical incident can be defined as a sudden, unexpected and tragic event or sequence of events which causes trauma and confusion within a school community and which overwhelms its normal coping mechanism.

It may affect pupils, staff, parents and governors, may relate directly to the safety of the school community or may involve an incident beyond the school premises.

As a critical incident is likely to have a severe impact upon the school, both in the short and long term, our aim is to ensure that school strategies and procedures are in place to protect the physical and emotional wellbeing of every member of the Nurture Learning Community.

The Critical Incident Policy and Plan cannot cover every aspect of recovery from a critical incident.

Occurrences may arise which cannot be foreseen or considered.

The critical incident may occur during the school day, during the evening, during the school holidays or on a school trip.

It is important that the incident policy is easily understood and swings into action immediately.

The following must be remembered in relation to the incident policy:

- that it is followed as closely as possible;
- that designated personnel understand their tasks and are competent to carry them out;
- that other people do not take unilateral actions;
- that consideration and sensitivity is shown by all;
- that pupils, staff and parents are protected from press intrusion;
- that normal routines be resumed as soon as possible;
- there is a realisation that total recovery may take a long time.

The Critical Incident Management Team (CIMT) has responsibility for ensuring that procedures are properly addressed at times of high emotion. If the incident involves legal action, a precise response to the incident should be known and is able to be verified by more than one person.

#### Aims of the Critical Incidents Policy

1. To maintain a duty of care
2. To minimise educational and administrative disruption within school

3. To enable normal working to be resumed in the shortest possible time

#### **Objectives**

- To ensure that swift and appropriate action is taken in the case of the school being made aware that a critical incident has occurred
- To ensure that the welfare of pupils and staff is paramount
- To ensure that the school responds in a sensitive, consistent and effective manner which reduces confusion, panic and extreme emotion
- To have in place a Critical Incident Management Team, the membership of which is known to all relevant parties (see Appendix ii)
- To have in place a Critical Incident Management Plan, the details of which are familiar to all relevant parties (see Appendix iii)
- To maintain normality, as far as possible, in parts of the school which are not affected and to restore normality as soon as possible to the parts which are affected
- To have immediate access to all relevant contact details (including outside agencies)

#### **Critical Incident Policy**

To offer sensitive, non-intrusive support in the short and medium term to all those affected directly or indirectly by the incident

#### **EXAMPLES OF CRITICAL INCIDENTS**

A critical incident is likely to involve death or serious injury to one or more members of the school community and, or, their families either at school, journeying to or from school, participating in a school related activity, at home or in some other context. e.g. In School:

- The death of a student or member of staff through natural causes
- An accident involving a student or member of staff
- A deliberate act of violence such as knifing or the use of a firearm
- A school fire, flood or an explosion in a laboratory e.g. Out of School:
- Deaths or injuries through accidents
- Suicide
- Civil disturbance

#### **GUIDELINES FOR MANAGING A CRITICAL INCIDENT**

- The Head and SLT will take charge of the school's response.
- In the case of the Principal being unavailable, the members of the Critical Incident Management Team (CIMT) will take charge.
- The Main office will be the central liaison point
- The CIMT will assess immediate practical needs
- The CIMT will contact next of kin of those directly involved if required
- A short simple statement of facts will be prepared by the Head (see Appendix iv)
- All contacts from the media will be dealt with by the Head/SLT
- Staff taking incoming calls will use a statement agreed by the CIMT

When necessary, all members of staff will be informed and will be guided in relation to informing pupils

- The CIMT will determine the involvement of parents if appropriate
- Short- and long-term support will be offered to those affected
- There will be an evaluation of the way in which the incident was managed (see Appendix v)

## APPENDIX ii

### MEMBERS OF THE CRITICAL INCIDENT MANAGEMENT TEAM

Executive Head Teacher – Sarah Fernihough

Head of Safeguarding/SENCO- Sara Fello

Head of Therapy – Jen Cole

Head of Education – Louise Wormwell

Chair of Advisory Board (or any other board member in his absence)

Other members of staff may be co-opted members of the CIMT as and when required. One/two members of staff may be asked to take responsibility for the normal running of the school whilst the CIMT is engaged in dealing with an incident.)

## APPENDIX iii

### CRITICAL INCIDENT MANAGEMENT PLAN

In the Event of a Critical Incident:

Initial Response

- The Head should be contacted first (if not available the SLT)
- The Head should seek to clarify from relevant sources the nature and circumstances of the incident
- The CIMT will meet at the earliest opportunity and agree on procedures for managing the critical incident (See Appendix v)
- If the incident is on site, health and safety measures will be put in place and the emergency services contacted

#### **Longer Term Issues**

- School structures and routines will be re-established
- Supportive strategies for pupils and staff will be implemented
- There will be ongoing contact with parents/carers
- Actions taken will be reviewed and policies amended if appropriate
- The PSE and pastoral programmes will be reviewed
- Staff will be mindful of anniversaries and other special dates

The use of appropriate outside agencies is crucial to providing long term support as is the use of appropriately trained members of staff who are known to those in need of help.

#### **Preventative Strategies**

- Regular review of relevant policies e.g. Child Protection, Health and Safety
- First Aid training
- Fire Drills
- SMSC

All members of the critical incident management team must:

- have a copy of the Critical Incident Policy and plan at home and at school
- be aware of the roles of each part of the plan to enable the school to react swiftly and accordingly
- have contact numbers of each other for 24-hour contact
- in the event of a school trip /visit, have access to a list of names for staff and pupils.
- will have a register of emergency services and relevant outside agencies
- Relevant members of the staff will have a register of emergency services and relevant outside agencies
- Emergency evacuation drills are familiar to all members of the school community and practiced regularly. (see Appendix vi)

- Opportunities to explore sensitive issues such as tragedy and death will be built into the SMSC and pastoral programmes

APPENDIX iv

**SAMPLE ANNOUNCEMENTS**

After a known fatality... We are taking this time to think about ....., a pupil who died last night in a road traffic accident. .... was travelling with their family to ..... We do not know any details about the accident at this time except that the rest of the family is safe, and no one is injured seriously. ....'s funeral is being held at ..... on ..... A funeral is a special time to remember a person who has died. The school will let your families know about the specific time and address of the funeral in a written note which will be sent home tomorrow. Let's take a moment of silence to think of ....., to remember all the good things about them, and to say goodbye. In our silence we will express our loving thoughts.

After a suspected suicide...

A tragedy has happened. ...., a pupil, has died suddenly. Details of .....'s premature death will not be released to protect the privacy of family members. You will be given information about funeral arrangements as soon as possible. This kind of tragic news is hard to accept. You may experience many feelings within the next few days. Everyone deals with loss differently. It is important to respect the way others grieve. Counsellors are available in ..... Feel free to arrange to go and talk to the counsellors. They want to listen to your feelings and concerns.

Sample Press Release 1

Date

School grieves sudden death of pupil

As reported by the xxxx, a pupil at ..... School died tragically on ..... The circumstances of .....'s death are not known at this time and an investigation is currently ongoing. This is a tragic loss to .....'s family and to our school community. To assist in supporting our staff and pupils through this time of grief, additional trained staff from the [insert agency name] Critical Incident Response Team have been assigned to the school to provide support. A letter has been sent by the school to parents/carers, informing them of this incident and providing information on the support services available through the school. A special assembly to remember ..... has been arranged for .....

Contact: ..... Head Teacher, ..... School at .....

**PRO FORMA LETTER (for parents/carers)**

'With great regret, we have learnt of the death/deaths of ..... and we extend our deepest sympathy to the family circle.

## PREPARED STATEMENT FOR MEDIA

We are sorry to learn of the tragic.....of .....

We hope at this time the school would be given the privacy needed to support our pupils at this difficult time, etc NB: If the Head Teacher wishes to comment about the pupil, they may want to gain permission from the family to include: Sporting achievements Musical talents Academic success Personal attributes

## SAMPLE LETTER TO ALL PARENTS/ CARERS

Date:

Dear Parent/ Carer

It is with great sadness that I must tell you of the sudden death of NAME, (a pupil in /Teacher/ Learning Support Assistant, etc). The children were told this morning by staff that [NAME] died of (an asthma attack, meningitis etc) and the children have been assured this is something that does not happen very often. Your child may or may not want to talk about it, but it is likely that he/ she will need extra love and support from you in the days ahead. This does not mean that anything is wrong with him/ her. It only means that this traumatic event has been too powerful for him/ her to deal with on his/ her own. He/ she may be feeling anxious. Take time to listen to your child and try to provide a predictable routine for him/ her at home. Avoid too many absences to start with. We have enclosed an information leaflet for you which may be useful at this time. Trained staff from the (external Agency's) Critical Incident Response Team are helping to support us through this difficult time. It is sometimes necessary for a member of the team to speak to a class or individual pupils who may be distressed. He/ she will be guided by the Head/teacher in this. If you do not wish your child to receive such support from the team, please contact us immediately. We are deeply saddened by this great loss but are trying, for the children's sake, to keep the school environment as normal as possible. Our thoughts are with [NAME's] family at this tragic time and the school community sends them sincerest sympathy and support. [NAME's] funeral is on DAY/ DATE at TIME am/pm at (Name of Church or Crematorium). We are in touch with the family regarding their wishes for the school's representation at the Service.

## APPENDIX v

### Procedures for Critical Incident Management

#### Key Roles

- HT/SLT Seeks clarification /Calls emergency services if appropriate
- Summons the CIMT to inform of incident
- Prepares relevant statements/letters for the media, parents/carers, pupils and office staff
- CIMT informs staff –
- HT contacts social services / consulting agency
- Contacts relevant parents/carers
- Supports the physical and emotional wellbeing of pupils
- SLT arranges staff cover if necessary & appropriate cover
- Ensures phone lines are operative and all staff available
- Ensures staff do not vary from the script
- SLT manages the daily arrangements of the school, website / texts to parents / and school information

## APPENDIX vi

### Emergency Evacuation Drills

#### **EMERGENCY SIGNAL**

- The Emergency Warning Signal will be an alarm.
- Upon hearing the Emergency Warning Signal, all teachers must follow the full Evacuation Procedure
- The signal will be checked as arranged by the headteacher at regular intervals
- The alarm is only to be operated by an adult

#### **EMERGENCY PROCEDURE FOR SAFE EVACUATION**

**If an emergency occurs and there is the possibility of risk to the safety of children or staff, the following steps will be taken.**

- Take immediate steps to ensure the safety of any children or staff near the emergency
- Notify the office staff who will then raise the alarm
- Evacuate all buildings
- Notify the Fire Brigade or Police
- The first procedure is to ensure the safety of children and staff in the immediate evacuation to the designated EVACUATION SAFETY AREA.
- When EVACUATION occurs, the teacher must accompany all children taking with
- Staff will bring registers
- Teacher and students are to move to the EVACUTION SAFETY AREA i.e. infants and nursery to top playground, juniors to junior playground
- Once the EVACUATION SAFETY AREA is reached the roll for specific class must be called to ensure all students are present or accounted for.
- Under no circumstances are children to be left unattended in any location scene of the emergency or the Safety area
- Staff should not attempt to fight a fire unless it is necessary to do so to enable the safe evacuation of the students
- On hearing the alarm all classes will proceed in an orderly and safe manner, under the supervision of a staff member to the EVACUATION SAFETY AREA
- Communication between areas will be via Headteacher
- The staff should check in each room and should check toilets.

#### **EMERGENCY LOCK IN PROCEDURE**

A lock in will occur when it is necessary for the community to remain indoors or, if outdoors, to return indoors quickly.

#### **WARNING PROCEDURES**

##### **The warning will be given verbally**

- All staff are to remain in the building
- If it is break or lunch time all staff and children must return immediately to their regular classroom
- Lock all external exterior doors
- Close and secure all windows.
- Teachers to check adjoining rooms to ensure that doors and windows are locked
- Close all blinds and curtains
- Teachers are to call the roll and note any absentees. Account for those missing

- All teachers must notify the office of roll call and report missing children to office.
- Missing persons must not be searched for
- The Critical Incident Officer (Headteacher/SLT) will be responsible for this
- Do not open the door to any person unless they are recognised as accredited staff. Or Police.
- Do not permit anyone to leave the building.
- Remain calm
- Those who are outside when this emergency signal is given must go immediately to the building.

**ALL CLEAR**

The all clear to the above emergency will be the Headteacher or police.