

# Engaging Potential Health and Safety Policy

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## 1. Aims

Engaging Potential (EP) is aware of its duties as an employer under the Health & Safety at Work Act 1974 and its policy is to ensure, so far as reasonably practicable, the health, safety and welfare of all its employees. Similarly, we accept our responsibilities for ensuring, so far as reasonably practicable, the health and safety of young people, visitors, contractors, freelancers and all others who may be affected by our operations or activities.

EP aims to:

- Provide and maintain a safe place of work
- Provide and maintain a safe work environment
- Provide and maintain safe work equipment
- Provide safe systems of work
- Ensure all employees are provided with information, instruction, training and supervision
- Seek specialist advice where necessary to determine risks to health and safety and the precautions required to deal with them

EP is committed to achieving the highest standards of health and safety, and the company health and safety policy sets out the management framework to achieve this. It specifies that it is the responsibility of management, who are in a position to exercise control over the activities of their staff, to ensure that those activities are carried out safely.

However, being a safe and responsible organisation ultimately requires everyone to make health and safety their priority. It is essential that we all look after our own and each other's welfare and all practice safe methods of working. We must ensure that health and safety is central to everything we do.

## 2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- › [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- › [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- › [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- › [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- › [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- › [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- › [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- › [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- › [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) when responding to infection control issues, and Actions for schools during the coronavirus outbreak, which provides guidance on what schools need to do during the COVID-19 pandemic.

## 3. Roles and responsibilities

### 3.1 Head

The head is responsible for health and safety day-to-day. This involves:

- › Implementing the health and safety policy
- › Ensuring there is enough staff to safely supervise pupils
- › Ensuring that the school building and premises are safe and regularly inspected
- › Providing adequate training for school staff
- › Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- › Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- › Ensuring all risk assessments are completed and reviewed
- › Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- › Centre Manager assumes the above day-to-day health and safety responsibilities.

### 3.2 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- › Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- › Co-operate with the school on health and safety matters
- › Work in accordance with training and instructions

- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### 3.3 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### 3.4 Contractors

Contractors will agree health and safety practices with the head/centre manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## 4. Site security

The Head and Center Manager are responsible for the security of the school site in and out of school hours. The Centre Manager is responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Lyn Hattley and Elaine Robbins are key holders and will respond to an emergency.

## 5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term (3 times per academic year). The fire alarm is a piercing siren sound. Fire alarm testing will take place once a week, usually on a Monday.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks. Visitors and Contractors are provided with information about what to do in the event of a fire when they sign in.

Two Fire Safety Officers are appointed for EP's site. Every employee must make sure that they are aware of the identity of the Fire Safety Officers and should notify them of any fire hazard of which they become aware.

The person who discovers a fire must raise the alarm immediately by the most appropriate means. The Fire Safety Officer will liaise with the emergency services when they arrive and take advice from them.

The Centre Manager is responsible for ensuring that firefighting equipment is checked regularly, that the fire alarm system is checked daily and tested weekly, and that that fire drills take place at least twice yearly and a log book detailing date and time of the drill, length of evacuation time and any points for action arising from the drill are kept.

The Centre Manager is also responsible as the competent person for carrying out and updating the Fire Risk Assessment for EP's premises.

The approved contractor responsible for conducting the annual test of firefighting equipment inspection and maintenance is RES Fire Protection Engineers.

The school will make special arrangements for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

## 6. First Aid

First Aiders have been trained for EP's site. A list of the qualified First Aiders is kept on the health and safety noticeboard in the staff room and all other rooms. One member of staff has been selected as the First Aid 'Appointed Person.' Every employee must ensure that they are aware of the identity of the First Aid Appointed Person to whom all accidents and emergencies requiring attention should be referred.

The Head is responsible for ensuring that first aid training is kept up to date.

First Aid boxes are in the staff room, the office and in all vehicles used at EP for business purposes. Employees must be familiar with their locations. First aid boxes may contain plasters only if they are hypoallergenic. Any administration of medication is with parental/carer consent.

## 7. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

The Centre Manager maintains a COSHH register of all substances hazardous to health on the premises. This is kept in the Health and Safety folder on the server. Associated hazards are identified using the Manufacturer's Safety Data Sheet (MSDS) and added to risk assessments relating to the activities in which the substances are used.

Employees, volunteers, freelancers and young people are informed of all necessary precautions to be taken in respect of hazardous substances with which they may come into contact.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the recommendations on the MSDS, kept in the Health and Safety folder on the hard drive.

### 7.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

### 7.2 Legionella

- A water risk assessment was completed in January 2019 by TWC Services.
- This risk assessment will be reviewed every 5 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following:
  - Monthly Temperature Check (internal)
  - Weekly Flush (internal)
  - Bi – Annual Legionella sampling – (external)
  - Annual Service of TMVs – (external)
  - Annual Drain & inspect / descale calorifiers – (external)

### 7.3 Asbestos

We do not have any asbestos in our building

## 8. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### 8.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Head or Centre manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## 8.2 Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Regular users of DSE are entitled by law to an eye and eyesight test. Such requests must be made to the relevant Line Manager who will provide details of the correct procedure to follow.

The Centre Manager is responsible for conducting and reviewing DSE assessments for regular users.

## 9. Working at Risk

EP defines 'at risk' working as:

- Staff working alone on site
- Home Tutoring
- 1-2-1 work off and on site
- Staff meeting unknown individuals alone off site or at someone's house/unknown location
- Staff driving alone on EP business
- Staff transporting students
- All staff who feel they are working at risk

Staff working at risk must comply with EP's 'At Risk Working' Policy, which is held in the Staff Handbook and on the shared drive.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

The staff member working at risk will ensure they are medically fit to work alone.

## 10. Working at height

Work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You are working at height if you:

- work above ground/floor level
- could fall from an edge, through an opening or fragile surface or
- could fall from ground level into an opening in a floor or a hole in the ground

Work at height does **not** include a slip or a trip on the level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building.

Under no circumstances may an employee work at height without agreement from the Head or Centre Manager. In the event working at height is agreed, staff are required to read and comply with the Working at Height Risk Assessment which will be updated accordingly.

## 11. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

EP will ensure that proper mechanical aids and lifting equipment are available in school as appropriate, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## 12. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details

## 13. Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager immediately. This applies to violence from pupils, visitors or other staff.

## 14. Smoking

Smoking is not permitted anywhere on the school premises.

## 15. Infection prevention and control

We follow national guidance published by the UK Health Security Agency (UKSA) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### 15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### 15.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### 15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of COVID-19 where required or recommended by government guidance and/or a risk assessment

#### 15.4 Cleaning of the environment

- › Clean the environment frequently and thoroughly

#### 15.5 Cleaning of blood and body fluid spillages

- › Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- › When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- › Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- › Make spillage kits available for blood spills

#### 15.6 COVID-19 management

We will ensure adequate risk reduction measures are in place to manage the spread of COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

**Following good hygiene practices:** We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

**Implementing an appropriate cleaning regime:** We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned

**Keeping rooms well ventilated:** We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

**Asymptomatic testing:** We will follow government guidance on the use of lateral flow tests for staff and pupils. We will also have a plan in place for the reintroduction of asymptomatic testing on-site if advised to do so by a director of public health or government guidance.

#### 15.7 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

#### 15.7 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

### 16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- › Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- › If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

## 17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## 18. Accident reporting

### 18.1 Crest

Crest is an online reporting system employed by West Berkshire Council. All staff members have a log in and are responsible for logging accidents and near misses

- Crest will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident

### 18.2 Reporting to the Health and Safety Executive

The Head/Centre Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head/Centre Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

### 18.3 Notifying parents

The Head/Centre Manager will inform parents of any accident or injury sustained by a pupil.

### 18.4 Reporting to child protection agencies

The Head/Centre Manager will notify West Berkshire Council of any serious accident or injury via Crest

### 18.5 Reporting to Ofsted

The Head / Centre Manager will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## 19. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

## 20. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.

In confirmed cases of COVID-19, we will follow the recommended self-isolation period based on government guidance.

## 21. Monitoring

This policy will be reviewed by the Head every year as part of our QA cycle.

## 22. Links with other policies / documents

This health and safety policy links to the following policies:

- Absconding
- Accident / Incident Reporting
- Arson
- At Risk
- Attendance
- Behaviour Management
- Fire Log Book
- Legionella
- Physical Restraint
- Risk Assessment
- COVID-19 risk assessment

Version	Date	Description	Initials
1	2010		
2	2010	Revised and Updated	TW
3		Revised and Updated	TW
4		Revised and Updated	TW
5		Revised and Updated	TW

6		Revised and Updated	TW
7		Revised and Updated	TW
8	30/03/2012	Revised and Updated	TW
9	30/04/2012	Revised and Updated	TW
10	30/11/2012	Revised and Updated	TW
11	28/02/2013	Revised and Updated	TW
12		Revised and Updated	TW
13	30/12/2013	Revised and Updated	TW
14	30/03/2014	Revised and Updated	TW
15	30/01/2015	Revised and Updated	TW
16	28/02/2016	Revised and Updated	TW
17	30/03/2017	Revised and Updated	TW
18	30/06/2018	Revised and Updated	TW
19		Revised and Updated	TW
20		Revised and Updated	TW
21		Revised and Updated	TW
22	28/02/2020	Revised and Updated	TW
23	01/09/2022	Implemented the Key Policy – includes UKHSA Guidance	TW