

Health and Safety Policy

Part 1: Statement of intent

1.1 Statement of Intent

As the employer, Courtlands School takes all reasonable steps to ensure the safety, health and welfare of all students at the school, its employees and any others who might be affected by its undertaking, in accordance with current legislation.

The school will provide such information, instruction and training as is required to ensure that all its employees are aware of their own duties and responsibilities under relevant legislation and to ensure implementation of this policy.

Detailed risk assessments will be undertaken and reviewed on a regular basis to ensure a safe environment is maintained for all members of the school community, including visitors.

Our general intentions are:

- To provide adequate control of the Health and Safety risks to our pupils, employees and others arising from our work activities;
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe premises, plant and work equipment;
- To ensure safe handling and use of substances;
- To provide adequate information, instruction and training supervision for employees;
- To maintain safe, healthy learning and working conditions; and
- To review and revise this policy at regular intervals.

1.2 This policy is written with reference to:

The Health and Safety at Work etc. Act 1974

<https://www.hse.gov.uk/legislation/hswa.htm>

<https://www.legislation.gov.uk/ukpga/1974/37/contents>

<https://www.hse.gov.uk/simple-health-safety/index.htm>

The Education (Independent School Standards) Regulations 2014*

<https://www.hse.gov.uk/services/education/index.htm>

HSE Education

<https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety>

Roles and Responsibilities (HSE The Role of School Leaders who does what)

<https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.html>

Part 2: Responsibilities for health and safety

2.1 Roles and Responsibilities

Peter Zalecki – Proprietor and Chair of Governing Body

Abbie Simmonds – Headteacher

Governing Body – TBA

Mark Birkbeck – Educational Consultant

Barry Robinson – Educational Consultant

Peter Zalecki, the proprietor, is accountable for all health and safety concerns as the employer. The day to day running of Courtlands School is delegated to Abbie Simmonds (Headteacher).

2.2 The Governing Body

The governing body have a key part to play in tackling risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk.

It is the role of the Governing Body and Proprietor to:

- Take reasonable steps to make sure that the school is following the employer's policy and procedures eg through regular discussion at governance meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate.

2.3 Headteacher and Business Manager

The Headteacher will provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

It is the role of the Headteacher and Business Manager to:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

- Ensuring a programme of regular inspections and risk assessments are carried out.
- Working with the Competent Person and other health and safety executives
- Submitting reports to the Governing Body.
- Passing on information received on health and safety matters to appropriate managers and staff.
- Carrying out investigations.

2.5 Education Staff

It is the role of all staff to take due care and attention to their own health and safety and the safety of the pupils under their care.

- Take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do.
- Stay abreast of health and safety developments in their area of education
- Complete all necessary and required training provided by the school
- Cooperate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.
- Raise health and safety concerns in line with local arrangements.

2.6 Maintenance and Grounds staff

It is the role of members of the maintenance and ground staff team to ensure that general health and safety standards around the building are met and to report them as necessary to the Business Manager / Headteacher.

- Take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do.
- Complete any training as required for their role, and/or provided by the school
- Stay abreast with health and safety developments in their area
- Cooperate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.
- Raise health and safety concerns in line with local arrangements.

2.7 Competent Person

In line with Department for Education guidance, Courtlands School has appointed Worknest to ensure we meet our health and safety duties.

Agreement with Worknest Here

Part 3: Arrangements for health and safety

Managers and staff should be aware of and follow the general arrangements contained in this policy. Further guidance and references on a range of issues are contained in the Courtlands Health and Safety Handbook. Managers should ensure the appropriate information is brought to the attention of, and readily accessible to members of staff as required.

3.1 RECORDING AND REPORTING OF INCIDENTS/ACCIDENTS

- The Headteacher is responsible for overseeing the arrangements for accident/incident reporting and recording within the school.
- Any member of staff who has had an accident must report to the Headteacher or Business Manager who will record the details in the Accident Book which is held in the Headteacher's office.
- All accidents or injuries sustained by pupils must be reported immediately to the Headteacher or authorised Deputy.
- The Accident Book will be reviewed on a regular basis.
- Following a fatal/major accident or incident or a dangerous occurrence the Health and Safety Executive should be informed immediately by telephone on 01342 334200
- Parents/guardians be informed of appropriate accidents or incidents involving their child as soon as is reasonably possible.
- All incidents relating to security of school premises and violence to persons must be reported to the Headteacher.
- Significant accidents /incidents must be investigated by the Headteacher or Education Consultants.

3.2 EMERGENCY PLAN

- The Headteacher and Governing Body will have in place guidance and procedures for dealing with emergencies, critical incidents and sad events.
- See Critical Incident policy and Fire policy.

3.3 RISK ASSESSMENT

- The Headteacher and Business Manager are responsible for co-ordinating and overseeing the general risk assessment process within the school.
- Identified teaching staff will oversee arrangements with respect to risk assessments within their own work areas, under the guidance and management of the Headteacher.
- Specific risk assessments should be carried out for:
 - Each student – this is updated dynamically and formally reviewed termly. It will be reviewed by the Headteacher following any serious incident or concern.
 - Each class undertaking an activity outside of the classroom (e.g. Horticulture) – this is updated dynamically
 - All trips off site
 - Specialist subject rooms
- Risk assessments must be reviewed periodically and whenever conditions or circumstances change.
- Any significant findings of a risk assessment should be communicated clearly to the Headteacher and those who need to know.

3.4 TRAINING

- The Headteacher and Business Manager will be responsible for co-ordinating and overseeing general arrangements with respect to health and safety training.
- Line Managers will be responsible for identifying training needs of staff under their control.
- All new staff will be given induction training within their department / area of work. This will include information on safety procedures to be followed:
 - Safeguarding
 - Fire Safety
 - Health and Safety handbook
 - Cybersecurity
 - First Aid procedures
 - Emergency First Aid (annually)
 - Lockdown procedures

3.5 UNION/STAFF REPRESENTATION

- The Proprietor, Governing Body and Headteacher will fully co-operate with and provide facilities for Trades Union Representatives in the course of their functions (as laid down by “ The Safety Representatives and Safety Committees Regulations 1977”)
- Where there are no trades union safety representatives the Company will consult with employees through a non union staff representative.

3.6 MONITORING, AUDIT AND REVIEW OF HEALTH AND SAFETY

- WorkNest will visit annually to support the Proprietor and Headteacher in ensuring the school is following Health and Safety requirements and minimising risk for all.
- The Governing Body shall receive reports on Health and Safety at governors meetings and shall institute regular inspection and monitoring of the premises.
- Subject leaders shall carry out regular inspections of their work areas and pass findings to the Headteacher
- Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy.
- The operational practice and procedure shall be constantly monitored by the Headteacher and Business Manager.
- All accidents, incidents and near misses should be recorded. Significant incidents should be investigated by local managers in the first case.
- Accident/Incident report statistics should be analysed by the Headteacher and consultants on a termly basis. This may help identify any increase or trends in particular types of accident.
- The Governing body shall prepare an annual action plan to address deficiencies in health and safety.
- This policy will be reviewed on an annual basis or following a change of circumstances or significant occurrence

3.7 HEALTH AND SAFETY IN THE CURRICULUM

- Specific guidance contained in the Schools Health and Safety Information System must be followed at all times. Eg. Science, technology, drama and theatre arts, physical education, off-site activities.
- Full use should be made of DfE and other professional organisations/advisory bodies.

3.8 OFF SITE ACTIVITIES

- See Off Site Activity policy and guidance
- Risk assessments are completed and reviewed on a termly basis (or as required) for:
 - Beach School
 - Local walks
 - Visits to the local shops
- Risk Assessments for all other activities must be completed at least 3 weeks in advance. They will be reviewed by the Headteacher at least 2 weeks before the trip is planned.
- Approval for an off-site activity must be sought from the Headteacher /Governing Body.
- A parental consent form must be completed by all parents/carers before a pupil can undertake an activity.
- The school will use the Evolve system to track and manage all off-site activities.

3.10 WORK EXPERIENCE

- From 2025 onwards, Courtlands will be offering work experience students.
- A third party company will be employed to ensure that the identified work experience placements are in line with all relevant health and safety
- Guidance will be sought from WorkNest as appropriate

3.11 SECURITY ON SCHOOL SITE

- The Headteacher is responsible for the general management of school security matters
- The loss of any keys should be brought to the attention of Abbie Simmonds immediately.

3.12 VISITOR/ACCESS CONTROL

- Access to the site is controlled by the Receptionist.
- All visitors and contractors are required to report to the front desk on arrival and sign into the visitors book, including time in and time out.
- All visitors are provided with a safeguarding leaflet to read prior to their meeting / tour etc.
- A record of visitors will be maintained at all times by the Receptionist.
- All visitors will be required to wear a red-lanyard (supervised at all times / no DBS) or a green-lanyard (DBS checked visitor). These must be worn at all

times while on school site. All visitors must return identity badges and sign out on completion.

- Any visitor without an official identification badge should be challenged politely by a member of staff, informed of the correct procedures and escorted to reception. (This should only be done if it is considered safe to do so)
- By arrangement with the Headteacher, the Contractor Site Agent may register and obtain the necessary identity badges for all contractors employees who work on site on a daily basis.

3.13 ELECTRICAL EQUIPMENT

- The Business Manager is responsible for ensuring a schedule of portable appliance testing (PAT) is implemented throughout the school on an annual basis and records of these tests maintained locally.
- All staff shall check prior to use that electrical equipment is in date for testing. Damaged, defective and equipment not in date for testing should be taken out of use and reported to a senior manager.
- No portable equipment is to be brought from home for use in the school without the appropriate checks/testing.
- Electrical appliances and equipment should be switched off and unplugged when not in use.
- No employee or person under the age of 18 is allowed to operate any machinery considered dangerous unless supervised by a qualified and competent person.
- Maintenance of electrical equipment and wiring of plugs must be carried out by a competent person only. Staff should be able to carry out simple visual checks on electrical equipment before switching it on.
- Pupils should be given instructions on electrical safety where they are required to use electrical equipment.
- Consideration must be given to the use of RCDs (Residual Current Devices) where appropriate to safeguard pupils and staff from electrocution.

3.14 SUBSTANCES HAZARDOUS TO HEALTH

- Subject teachers and leaders must ensure that risk assessments have been carried out and held locally for all hazardous substances used.
- Manufacturers guidelines should be strictly followed when using hazardous substances.
- Hazardous substances must not be brought in from home.
- Pupils should be made aware of the hazards presented by a hazardous substance and the precautions to be followed for the safe use, storage and disposal. Pupils should be adequately supervised when using such substances in their lessons.
- All hazardous substances are to be kept in appropriate storage when not in use.

3.15 MANUAL HANDLING

- Manual handling should be avoided so far as is reasonably practicable.
- When a manual handling task cannot be avoided a trolley or other mechanical aid should be used where possible.
- All staff who have to carry out such activities should be provided with training in the correct lifting techniques.

3.16 DISPLAY SCREEN EQUIPMENT (DSE)

- School staff are responsible for carrying out their own risk assessment and raising any issue or requirements with the Business Manager
- All staff will be provided with the leaflet from the HSE to enable them to assess risk appropriately.
- Any requirements to make a work are safe will be put into place by the Business Manager.

3.17 PREGNANCY

- Staff members shall inform their Line Managers if they become pregnant at the earliest opportunity.
- A risk assessment shall be carried out by the line manager/senior manager with a view to identifying, removing or controlling the risks to pregnant people.

3.18 FIRST AID

- Suitable and appropriate general first aid cover will be maintained at all times during the school day.
- First aid boxes will be maintained and located on each floor.
- The designated member of staff will check first aid boxes are fully stocked on a regular basis.
- A record of all first aid administered will be kept in the medical room.
- The names of first -aiders, position of boxes and general procedures will be brought to the attention of all staff by the Headteacher.
- Strict hygiene rules must be followed at all times.
- Staff should avoid contact with bodily fluids.
- All staff at risk of contracting hepatitis B are advised to obtain immunisation. This will be reviewed regularly depending on student risk assessments.

3.19 CATERING

- Once catering facilities are installed, this policy will be reviewed.
- Staff have access to a small kitchen. This must be used in line with advice in the Health and Safety handbook.
- No student is permitted access to the kitchen area.

3.20 STORAGE

- Teachers are responsible for maintaining storage areas in a clean, tidy and safe condition.
- Where possible items should be stored where they can be reached easily and at a suitable height to assist manual handling.
- Proper safe access equipment must be used to gain access to height in stores.
- All flammable & highly flammable substances are to be kept in flameproof containers and separately from combustible items, such as paper, files and any items of clothing. Such items should be stored in a secure manner.

3.21 FIRE SAFETY

See Fire Safety documentation

- All staff must familiarise themselves with fire notices, instructions and procedures in case of fire/evacuation
- Fire risk assessments will be carried out on a regular basis.
- Procedures to be followed in the event of a fire will be prominently displayed in classrooms, corridors, staff areas and pupil accommodation areas and brought to the attention of all staff and pupils.
- In the event of a fire alarm activation, the fire brigade will be called automatically.
- Fire alarms will be tested on a weekly basis. Different locations will be tested each week
- A schedule of inspection, testing and maintenance (of fire detection systems, fire alarms, emergency lighting, and fire fighting equipment) shall be maintained with records of such kept in the Fire Safety Log Book, held in the fire documents box.
- Fire drills will be carried out on a termly basis and are to be practised by all staff and pupils.
- Managers and staff with control of specific areas should ensure fire escape routes are kept clear and unobstructed at all times and fire evacuation notices are posted in prominent positions..

3.22 WORK EQUIPMENT, MACHINERY & TOOLS

- All hazards and repairs including electrical faults should be notified in the Maintenance Book on a daily basis. Urgent faults should be reported to the Headteacher and Business manager
- Staff should not attempt to carry out repairs unless authorised to do so.
- The use of extension leads and work equipment is forbidden except by authorised personnel.
- Identified staff are responsible for ensuring all work equipment, including machinery and tools is subject to a recorded schedule of inspection, testing and maintenance in accordance with manufacturers guidelines.
- All staff will receive appropriate training and instruction on the safe use of work equipment.

- Damaged or defective work equipment must be taken out of use immediately and reported to a line manager.
- All pupils who are required to use machines or tools in their lessons will be instructed in their safe use. Pupils shall be adequately supervised at all times.
- Appropriate personal protective equipment shall be worn at all times.

3.23 WORKING AT HEIGHTS

- Work at height will only be undertaken where this is absolutely necessary and cannot be done at ground level. An assessment of risk must be undertaken for all work at height.
- Staff must only use ladders and receive appropriate training before working at height.
- All employees who work at height will be provided with appropriate training to enable them to work safely.
- All access equipment (ladders, steps, mobile towers etc) will be inspected and maintained regularly by a competent person. Records of this will be maintained

3.24 DAMAGE TO BUILDINGS/BROKEN GLAZING

- Damage to the internal or external fabric of the school must be reported to the Maintenance team via the Maintenance Book.
- Anything urgent or dangerous must be reported immediately to maintenance, Headteacher or business manager. The area will be cordoned off. It is the responsibility of education staff to ensure their students are moved out of the area.

3.24 ASBESTOS

See Asbestos Risk Assessment and Management Plan

- There is asbestos on site at Courtlands.
- Crucial Enviro have been employed to provide risk assessment and support in the maintenance and treatment of asbestos.
- All asbestos is clearly marked. All staff who might come into contact with the area are notified and provided with appropriate training.
- Staff are not permitted to touch or interact with asbestos at any time.

3.25 NOISE & VIBRATION

- The noise levels present in any work will be considered and reduced to the lowest level reasonably practicable by means other than ear protection. Consideration will be given to noise levels approaching 80 dB (A) and appropriate control measures taken.

- The vibration levels present in any work will be considered and reduced to the lowest level reasonably practicable. Employees will be informed of the hazards associated with noise and vibration, and the control measures in place.
- Suitable and appropriate PPE will be provided to employees. This will include hearing protection.
- Employees must wear hearing protection in noisy environments.

3.26 CONTRACTORS ON SCHOOL PREMISES

- The Business Manager and Caretaker is responsible for overseeing the general school arrangements with respect to the control of contractors undertaking maintenance on the school site so that they do not expose employees or other persons to health and safety risks.
- Wherever possible, contractors will not be booked to attend during school time.
- All contractors will be expected to hold DBS certificates if working on site during school time.
- Prior to commencement of work copies of the contractors health and safety policy, safe working methods and insurance policies should be requested and examined.
- Arrangements should be in place to ensure the HSE are informed of any notifiable work eg. Asbestos removal or work defined by the Construction, (Design & Management) Regulations 1994.
- All contractors must report to reception on arrival at the school and comply with the Company's standard requirements regarding visitors.
- Induction will be held with the contractor(s) prior to work being commenced to ensure that they understand local procedures and rules to be followed.
- Consideration will be given before work commences of the risks posed to pupils and staff while the contractors are working at the school e.g. vehicular movement, noise, dust and hazardous substances. Measures will be put in place to control the risks while contractors are working at the school. It may be necessary on occasions for work to be carried out outside normal school hours.
- All hazardous substances and equipment should be kept securely, safely and stored out of pupils reach.
- Pupils and parents will be informed of the work taking place and will be given clear instructions as to rules to be followed whilst the contractors are working at the school.
- Once the contractors have completed the work the site will be checked to ensure it is safe.

3.27 STRESS AT WORK

- The Headteacher is responsible for overseeing stress at work and ensuring staff are well supported.

- Staff are expected to manage their own stress levels and speak to the HT or Business Manager if it becomes a problem.
- Therapists will be made available to staff, as well as sign posts to where they can get confidential support.

This policy will be updated regularly, as required by the development of the school and building.

This policy should be read alongside:

- Fire safety documents
- Asbestos Management Plan
- Critical Incidents Policy
- Off-Site documents
- Evolve
- Safeguarding policy
- Lone Working policy