

# **Health & Safety Policy**

**The Davenport School**



## Contents

1. Introduction .....	3
2. Responsibilities Within the Company .....	5
Health and Safety Officer: .....	5
Directors and Senior Managers Responsibilities:.....	5
Head Teachers/Teacher in Charge: .....	5
School Staff and other Company Employees: .....	6
3. Risk Assessment Policy .....	6
Risk Assessment System Objectives:.....	6
Specialist Risk Assessments: .....	7
4. School Inspection System .....	7
5. Fire Precautions and Emergency Procedures .....	7
Routine Procedures: .....	7
6. Emergency Procedures .....	8
7. Fire Action.....	8
8. First Aid Policy.....	9
9. Display Screen Equipment Policy.....	9
10. The Health and Safety Systems Audit Policy.....	9
Health and Safety Policy:.....	10
Health and Safety Organisation:.....	10
Planning and Implementation: .....	10
Measuring Systems: .....	10
Review Systems: .....	10
11. Stress at Work Policy .....	11
12. Lone Working Policy .....	11
13. Staff Welfare Policy.....	11
14. Working at Height Policy.....	12
15. Disaster Policy.....	12
16. Accident and Near Miss Reporting System .....	12
17. COSHH Policy .....	12
Control of Substances Hazardous to Health Policy:.....	12
18. Manual Handling .....	13
Assessing Manual Handling Risk: .....	13
General Housekeeping: .....	13
19. Vehicular Access to the School .....	13
Transport Policy: .....	13
Visits and Outing Policy: .....	13
20. Electrical Equipment and Systems.....	14
21. New or Expectant Mothers.....	14
22. Administration of Medicines .....	15
23. Physical Aggression .....	15
Review:.....	15

# **The Davenport School**

## **Health & Safety Policy & Guidance**

### **1. Introduction**

---

Ethelbert Children's Service's recognises the fact that Health and Safety has positive benefits to the organisation and commitment to a high level of safety makes good business sense. It also recognises that Health and Safety is a business function and must, therefore, continually progress and adapt to changes.

The approach to Health and Safety will be based on the identification and control of hazards and their associated risks, as there are distinct benefits to be gained from providing a safe and healthy working environment, appropriate levels of resources will be allocated to ensuring Health and Safety within the organisation. A positive culture will be encouraged within the organisation, this shall be actively supported by Senior Management. All employees will be involved in the decision-making processes either on an individual basis or through their representatives. The performance of both individuals and the organisation will be monitored to pre-determined standards with continual improvements being made to Health and Safety standards. Adequate planning, monitoring and review of the implementation of the Health and Safety policy will be carried out.

Due to the nature of work undertaken, we will adopt a dual accident prevention strategy based upon that of a 'Safe Place of Work' and 'Safe Person'.

In order to ensure that this general statement is achieved, the following will form our aims and objectives;

- Ethelbert Children's Services will ensure that there are arrangements put into place for the effective planning, development and review of this Policy statement.
- Management and Head Teachers/Teacher in Charge will ensure that appropriate systems are developed and maintained for the effective communication of Health and Safety matters throughout the organisation.
- We will provide the necessary information, instruction and training to employees and others, including temporary staff to ensure their competence with respect to Health and Safety.
- Management considers that Health and Safety rates equal to all other business functions and will attach equal importance to achieving Health and Safety targets. The company will devote the necessary resources in the form of finance, equipment, personnel and time to ensure Health and Safety. The assistance of expert help will be sought where the necessary skills are not available within Ethelbert Children's Services.
- Ethelbert Children's Services will liaise and work with all necessary persons to ensure Health and Safety, we will also ensure that adequate arrangements are also in place for ensuring the Health and Safety of our pupils and visitors.
- We believe in constantly improving Health and Safety standards and performance, it will to this end endeavour to ensure that all relevant Statutes, Regulations and Codes of Practice are complied with. The minimum standards that will be adopted by us are those required by law, although, we will seek to exceed these where there is a demonstrable benefit.

- Ethelbert Children's Service's recognises that safety is the responsibility of everyone within the organisation and is not just a function of management. Head Teachers/Teacher in Charge will have specific duties and responsibilities to comply with the letter and spirit of this policy. Employees will have specific responsibilities to take reasonable care of themselves and others who are in their care or could be affected by their activities and to co-operate with management in achieving the standards required, the company will ensure that Health and Safety Management is an integral part of the Manager's function and will monitor their performance along with their other duties.
- The company will ensure that Health and Safety is fully integrated into the management and decision-making processes within the organisation.
- Systems will be developed to ensure that accidents and 'near-misses' are fully investigated, and appropriate action taken to reduce the likelihood of their re-occurrence.
- Ethelbert Children's Services will ensure that procedures are established to ensure that safe equipment and plant are provided for employees and non-employees.

**Signature:**



**Name:** Leslie Davenport

**Job Title:** Managing Director

**Date:** 1<sup>st</sup> September 2022

## **2. Responsibilities Within the Company**

---

Leslie Davenport (Managing Director) has overall responsibility for ensuring that the company complies with its responsibilities under Health and Safety legislation, in order to achieve this aim, authority for the Management of Health and Safety is delegated to the Managers responsible for departments (see company organisational chart).

### **Health and Safety Officer:**

- To ensure that the Risk Assessments are completed and reviewed regularly for the company.
- The investigation of 'serious' incidents or complaints relating to Health and Safety, in conjunction with the company's safety advisors and or the relevant senior managers or directors.
- To receive and collate "Near Miss and Accident" reports, consider any necessary action required, and report to necessary agencies.
- To report monthly to the Managing Director / Directors on matters regarding Health and Safety.
- To ensure that Health and Safety regulations and other guidelines are met.
- To conduct site visits on all buildings within the company on a regular basis, and where felt necessary report and act on these findings when necessary
- To implement any change of Legislation, Statutes and Codes of Practice that may arise.
- Assist Head Teacher / Teacher in Charge undertaking Risk Assessments and to identify any additional control measures that may be required.

### **Directors and Senior Managers Responsibilities:**

Directors and Senior Managers responsibilities are;

- To ensure that the Risk Assessments are completed and reviewed regularly for their department in conjunction with the company's Health and Safety Officer.
- The investigation of 'serious' incidents or complaints relating to Health and Safety, in conjunction with the company's Health & Safety Officer.
- To receive near miss and accident reports and consider the necessary action required.
- To ensure that adequate consultation with employees takes place in relation to issues of health, safety and welfare.
- To ensure that workplaces and homes are inspected in accordance with the relevant Inspection Systems.
- To set performance targets for the management of Health and Safety within their area of managerial control.

### **Head Teachers/Teacher in Charge:**

- The day-to-day Management of Health and Safety within their workplace or area of work activity.

- To undertake workplace/home inspections and in consultation with their Manager and if necessary, the company safety officer put in place any remedial measures required.
- The preliminary investigation of near misses, accidents, incidents or complaints relating to Health and Safety.
- To ensure information is passed to the employees they supervise and the organisation about Health and Safety related matters.

#### **School Staff and other Company Employees:**

The duties of employees are:

- To comply with any measures put in place by the company to meet their obligations under Health and Safety legislation.
- To report any dangerous conditions, defects, or occurrences as soon as possible to their Supervisor, or other responsible person.
- Not to interfere with anything or any system put in place to ensure Health and Safety standards.
- Not to misuse any equipment supplied.

### **3. Risk Assessment Policy**

---

Risk Assessment is the key to our accident prevention strategy, it is also a requirement of the Management of Health and Safety at Work Regulations 1999, this Policy outlines the Ethelbert Children's Services Risk Assessment System in terms of the system objectives and management of the system.

#### **Risk Assessment System Objectives:**

The objectives of the Risk Assessment system are:

- To ensure that all the significant hazards affecting employees and other persons affected by our work activities are properly assessed for their level of risk.
- To put in place the necessary additional control measures required because of the Risk Assessment process.
- To ensure that the Risk Assessments are reviewed regularly (annually) and consider changes to workplaces, practices, and the introduction of new technology as well as incidents or events.
- Identify where specialist Risk Assessments such as COSHH, Noise etc may be required.

The Health and Safety Officer is responsible for developing the Risk Assessments (in conjunction with the Head Teacher/Teacher in Charge) covering the school workplace and educational activities, this will follow the '5' step approach and incorporate the appropriate risk rating system. The practice within the school is to risk assess individual rooms, areas, and activities. The results of the Risk Assessment will be passed to the Head Teacher / Teacher in Charge or team leader responsible for the area/activity concerned for scrutiny and approval.

The Risk Assessments once completed will be communicated to the staff involved in the area/activity concerned and a copy kept at workplace level. All staff are required to sign the Risk Assessments in the school, to confirm that they have read and understand each Risk Assessment.

The Head Teacher/Teacher in Charge must ensure that any activities or leisure pursuits in which children participate are, so far as reasonably practicable, free from avoidable risks and, on a day-to-day basis, staff should take reasonable precautions and make informed judgements about when to allow children to participate in an activity. Excessive caution is unnecessary, and children should be provided with the opportunity to take risks proportionate to their age, level of understanding and in the light of assessments, historical knowledge and plans/strategies that are in place e.g. where the behaviour or choices that have already been made by a child are poor or have placed them or others at risk, caused injury, harm or damage to property, staff must take this into consideration when planning activities.

#### **Specialist Risk Assessments:**

Where specialist Risk Assessments (i.e., for hazardous substances / noise etc.) are required these will be subject to a separate policy and undertaken in conjunction with any specialist support required and communicated as per the Risk Assessments above.

### **4. School Inspection System**

---

Our monthly Health and Safety Inspection System will monitor the weekly checks, systems, controls and actioning in place in a number of key areas which includes:

- Fire Precautions (fire system, access / egress, equipment, and training).
- Electrical Equipment and Installations (visual checks, emergency lighting certification).
- Water and Environmental Checks.
- Waste Materials & Cleanliness.
- First Aid Systems.

### **5. Fire Precautions and Emergency Procedures**

---

#### **Routine Procedures:**

A Fire Risk Assessment of the premises as required by the Management of Health and Safety at Work Regulations 1999 (MHSWR) and the Regulatory Reform (Fire Safety) Order 2005, to highlight any significant risks or hazards that may affect any staff member, Pupil, Visitor or members of the public.

A full Risk Assessment, record book and action plan will be kept in this folder with detailed requirements for staff to follow. Staff will undergo various checks and drills as specified in the Fire Log for the school.

As well as the weekly and monthly monitoring the Head of Health and Safety will inspect the school on a quarterly basis, the inspection will follow a five-step fire Risk Assessment plan that will be provided to the Head Teacher/Teacher in Charge with all relative information and any necessary action.

Staff should be aware of the number and whereabouts of all other staff members, children and visitors who may be on the premises always and make entries in the required visitor books and other required records.

All staff will undergo training on fire precautions and will also be issued with a key and key card that operates all routes of access and access to the firefighting equipment.

In addition, where doors are locked in permissible circumstances (i.e., at night as a routine security precaution) all staff have keys for these doors. All staff should ensure combustible materials are stored away from sources of ignition, fire doors are kept shut, the no-smoking policy is enforced in the school and all exit routes and doors are kept free from hazards.

## **6. Emergency Procedures**

---

All staff (including Temporary Staff) undergo familiarisation of the workplace prior to working there and should ensure they know the layout of the school, the position of all fire emergency exits, fire extinguishers and other fire prevention and detection devices and make themselves aware of the required Fire Action Plan and emergency procedures.

All pupils should be made aware of the Fire Action Plan for the school when they first arrive, also, at regular intervals thereafter and should have a clear understanding of the method needed to raise an alarm in the event of a fire, all Emergency Procedures, exit routes and designated Assembly Point.

## **7. Fire Action**

---

The school has a Fire Action Notice displayed in a prominent position in the reception which all staff and children should be aware of. The following actions should be taken in all cases plus any specific actions which if applicable will be detailed on the Fire Action Notice.

In the event of discovering a fire, any person must undertake the following action;

- Sound the Fire Alarm.
- Call the Fire Service by dialling 999.
- If safe to do so, attack the fire using the correct extinguisher provided.
- Leave the building by the nearest exit.
- Close all doors behind you.
- Do not stop to take property or possessions (although if readily accessible a member of staff should take visitors and records appertaining to current occupants of the premises) to assist in roll call.
- Report to the designated Assembly Point.
- Do not take risks.
- Do not return to the building for any reason until authorised by the Fire Service to do so.

The senior member of staff should carry out a check that all persons known to be on the premises are accounted for and report any person whose whereabouts are unknown to the Fire Service. It must be stressed that in all cases when staff and children normally attending the school, are not accounted for their absence should be treated as 'whereabouts unknown' and reported as such to the Fire Service giving full details if they have returned to the school without the knowledge of staff.

In the event of a very minor fire, it may be possible to extinguish the fire without calling the Fire Service. It must be stressed that this would only be permissible in the most minor of circumstances and that no time should be lost in sounding the alarm and evacuating the premises using the above procedures. The matter must be reported to a senior member of staff immediately and a full report made.



**IF THERE ARE ANY DOUBTS WHATSOEVER, THE FIRE SERVICE MUST BE CALLED IMMEDIATELY AND THE BUILDING EVACUATED.**

## **8. First Aid Policy**

---

Ethelbert Children's Services will ensure that as part of their responsibilities under the Health & Safety (First Aid) Regulations 1981 and associated Approved Code of Practice, it will so far as be reasonably practicable aim to fulfil the following objectives:

- Ensure that sufficient First Aiders are appointed and trained to cover potential injuries or ill health conditions that may occur.
- That sufficient levels of first aid equipment will be maintained to meet any needs that may arise.
- Ensure that First-Aiders receive appropriate training and refresher training as required by the Approved Code of Practice to the Health & Safety (First Aid) Regulations 1981.

The Directors and Senior Managers for areas are responsible for maintaining the lists of First-Aiders or appointed persons for each area and ensuring that the necessary information is passed to staff about how to get help. See First Aid Policy.

## **9. Display Screen Equipment Policy**

---

The use of display screen equipment in recent years has increased considerably, this has created a significant ergonomic risk in most work areas. To ensure that the ergonomic risk created by display screen equipment is minimised, we need to define what display screen equipment is, the Health and Safety Executive definition is:

***'Any alphanumeric or graphic display screen  
regardless of the display process involved'***

A user is defined as anyone who uses a computer for significant amounts of time on a regular basis in order for them to fulfil their role.

The main hazards to health created by DSE are:

- Work Related Upper Limb Disorders (WRULDs) - formerly known as Repetitive Strain Injury (RSI).
- Eye Strain.
- Stress.
- Other hazards i.e., electric shock, manual handling injury.
- 

Where a staff member is classified as a permanent computer user a Risk Assessment will be undertaken for their role.

## **10. The Health and Safety Systems Audit Policy**

---

Ethelbert Children's Services Health and Safety Management System is central to ensuring that the safety of all persons is so far as is reasonably practicable maintained, like all systems it must be audited periodically to make sure it is suitable for the task and is being used in the way it was designed to function. This policy document sets out the scope and role of the audit of the Health and Safety system.

Auditing for Health and Safety purposes is defined as 'The structured process of collecting independent information on the efficiency, effectiveness and reliability of the total Health and Safety management system and drawing up plans for corrective action.'

Because auditing an entire Health and Safety management system can be very time consuming and costly, the company will adopt a 'rolling cycle' style of audit where specific parts of the system or departments are audited dependent upon known problems or as part of the agreed audit plan.

The audit cycle will focus on the following key areas:

**Health and Safety Policy:**

- Its intent, scope, and adequacy.

**Health and Safety Organisation:**

- The acceptance of Health and Safety responsibilities by line Managers and the adequacy of arrangements to secure control.
- The adequacy of arrangements to consult and involve all employees in Health and Safety.
- The arrangements to communicate policy and relevant information.
- The arrangements to secure the competence of all employees and the provision of Health and Safety assistance.

**Planning and Implementation:**

- The overall control and direction of the Health and Safety effort.
- The adequacy of the management arrangements, Risk Control Systems, and workplace precautions.
- The adequacy of resources and their proportionate allocation to reflect the hazard profile of the organisation.
- Longer term improvement in the accident and incident performance of the company.

**Measuring Systems:**

- The adequacy, relevance and design of the systems used to monitor the performance of the Health and Safety management system.

**Review Systems:**

- The ability of the organisation to learn from experience, improve performance, develop the Health and Safety management system, and respond to change.

The audit plan will be agreed in advance each year by a team consisting of the following personnel;

- Managing Director.
- Senior Management Team.

- The Company's Health and Safety Officer.

## 11. Stress at Work Policy

---

Ethelbert Children's Services recognises that as part of its general duties to its staff it should attempt to reduce levels of stress at work to its lowest reasonably practicable level. We all need pressure in our daily lives to be able to function healthily, this pressure is usually at a level that as individuals we are happy with, excessive and prolonged periods of pressure cause Stress which is damaging to health.

Stress has been identified as coming from three different areas, each interacts with the other and if one area of stress increases significantly then this can produce damaging levels of stress. The three areas that stress can come from are:

- **Occupational factors** – this is the stress imposed by your work activities, such as meeting tight deadline, dealing with awkward/abusive customers or people.
- **Social factors** – the stress that you bring to work with you such as financial, marital or health problems.
- **Environmental factors** – these factors include such things as excessive noise levels, poor lighting or high temperatures in the workplace.

Ethelbert Children's Services employ a staff welfare officer which all staff have confidential access to.

## 12. Lone Working Policy

---

Ethelbert Children's Services recognise the need for monitoring, in certain situations of staff lone working. Lone working is where a staff member will be working during their duties with no other person around be it a pupil, visitor, or member of the public. This does not apply to the periods when in the school you are the lone member of staff in the room.

Although, we provide a relative low risk environment there are certain risks that may necessitate the need for monitoring;

- When there is a risk of injury from staff fulfilling their task.
- When there is a known medical problem with the staff member.

When there is a need for monitoring the following steps should be taken;

- Adopt a regular checking in system with a colleague, line manager or head office, and check in at agreed times.
- Carry a mobile phone or cordless phone with you at all times, so to summon help if necessary.

## 13. Staff Welfare Policy

---

Under the Health and Safety at Work Act 1974 there is a duty for employers to provide suitable welfare facilities for staff.

Staff toilets and a staff room are provided at the school, these are to be kept clean and tidy in accordance with the housekeeping duties that are in place at the school.

## **14. Working at Height Policy**

---

- Statutory Instruments.
- Health and Safety at Work Act 1974.
- The Working at Height Regulations 2005 (amended).

Due to the school design, there is no need for any member of school staff to use any equipment that qualifies as working at height. Staff are instructed of this.

## **15. Disaster Policy.**

---

In situations where Ethelbert Children's Services have no control of the situation, such as Flood, Earthquake, Bomb Alerts, Acts of Terrorism etc. guidance should initially be sought from the emergency services and the media. Inform the Duty Manager of any situation at the earliest time that it is safe to do so remembering that communication methods may be restricted.

You should, always follow the guidance that is given to you by the emergency services.

There may also be damage to property that may require different escape routes and other procedures to be introduced, which can be undertaken by the emergency Risk Assessment form in your Health and Safety folder.

## **16. Accident and Near Miss Reporting System**

---

This Accident and near miss system have been developed with the following objectives in mind;

- To ensure that all reported accidents and near misses are investigated with a view to the prevention of any future occurrences.
- Allow the organisation to meet its obligations under the Reporting of Injuries and Dangerous Occurrences Regulations (RIDDOR)
- To present the findings of any investigation to the organisation in a timely and appropriate manner.

Where there is an accident or near miss, the member of staff is to report this to the Head Teacher/Teacher in Charge and the Head of Health and Safety. Necessary paperwork is to be completed.

## **17. COSHH Policy**

---

### **Control of Substances Hazardous to Health Policy:**

The Control of Substances Hazardous to Health (COSHH) is vital to ensure that employees and other persons are not affected by our use of chemicals or placed at increased risk due to exposure to hazardous substances etc.

Ethelbert Children's Services aim is to eliminate the need the use of hazardous substances by using alternative "safer" products. Any chemical that is used in the school by teaching staff or pupils must not have any of the triangular orange hazardous signs. Visitors or contractors on site may use hazardous chemicals under their own Risk Assessment process but only when children and teaching staff are off site or away from the area. No hazardous material is to be stored on site.

## **18. Manual Handling**

---

Manual Handling risk is present in any organisation, within our business activities the main areas of risk are:

- Activities involving our client group.
- Maintenance activities.
- Office environments.
- Cleaning duties.
- Transportation of goods and materials.

Most of our manual handling hazards will have been identified by the General Risk Assessments required by the Management of Health and Safety at Work Regulations 1999. These risks will be assessed as required by the Manual Handling Operations Regulations 1992, the assessments will look at each of our manual handling activities that have significant risk and assess them on the basis of the following;

- Task.
- Individual Capability.
- Load.
- Environment.

### **Assessing Manual Handling Risk:**

No Staff member is expected to undertake anything other than the most basic handling and short transportation of materials or furnishings. All items placed on shelves should be stored, 5kg on floor and overhead height, 10 kg at head level and knee level, 25 kg at waist level. Staff are to seek additional help if they feel they cannot undertake these basic duties.

### **General Housekeeping:**

The school Head Teacher/Teacher in Charge will ensure that standards of cleanliness be maintained for all areas including surfaces of floors, walls and ceilings. All walkways at the school are to be kept clear and tidy from waste or obstructive materials likely to cause persons to slip, trip or stumble. Cleaning will be provided daily when the school is in term, all workplaces will be kept free from waste matter or discharges in order to prevent fire.

## **19. Vehicular Access to the School**

---

All traffic routes within the school are suitable for the persons or vehicles using them and will be clearly highlighted and signed, all debris, rubbish, etc. will be removed from traffic routes kept clear always.

### **Transport Policy:**

Only once a driver has completed the appropriate driver checks, are they permitted to drive school and company vehicles.

The Head of Health and Safety and Teacher in Charge will ensure that the vehicle is maintained, serviced and checked regularly. It is the driver's responsibility to ensure that the vehicle is roadworthy before undertaking trips out in the vehicle. Please see separate Transport Policy.

### **Visits and Outing Policy:**

The policy is based upon the principles and guidelines laid down by the Department for

Education and Employment for visits and outings.

Prior to undertaking any visit, the following issues must be considered by the Head Teacher/Teacher in Charge;

- The type of visit or outing being undertaken.
- First Aid qualified member of staff required.
- The location, route to be taken and the mode of transport used.
- The competence, experience and numbers of staff supervising the children.
- The ages, temperament, and fitness of the children in relation to the activity being undertaken.
- Are there any special educational or medical needs of the children?
- Are there any seasonal conditions, weather, or timing issues to be considered?
- What emergency procedures are necessary and how can contact be made in the event of assistance or advice being required.
- What plans are necessary in the event of a child becoming uncooperative or abusive?

A Risk Assessment will be completed taking into account above considerations.

## **20. Electrical Equipment and Systems**

---

The school has electrical hard wire installation checked National Inspection Council for Electrical Installation Contracting (NICEIC). Portable Appliance Testing (PAT) is carried out annually. New, second hand or personal equipment introduced to the school is tested before use.

## **21. New or Expectant Mothers**

---

The Management of Health and Safety at Work Regulations 1999 require employers to control the potential increased risks posed to the health of staff by work activities who are pregnant or have recently had a child.

To ensure that these risks are controlled properly, the following procedure will apply as soon as the employee has informed the company in writing that she is pregnant;

- As soon as the employee has informed the company in writing that she is pregnant, the Company Safety Officer will conduct a Risk Assessment involving the employee concerned and her line manager.
- The results of the Risk Assessment will be communicated to the employee outlining what measures if any need to be taken to protect her from the potential ill health effects from work activities, due to the pregnancy.

This Risk Assessment will be reviewed monthly by the employee's Line Manager to ensure that any physiological or emotional changes that occur during pregnancy are taken into consideration. These reviews will continue after the birth of the baby for a period of 6 months, and whilst the Mother is nursing.

## **22. Administration of Medicines**

---

There may be occasions whereby prescribed medication may need to be administered within school day. This is to be stored within the cupboard and administered in line with the administration of medication policy. Staff who have not completed medication training are not permitted to administer prescribed or non-prescribed medication.

## **23. Physical Aggression**

---

Due to the nature of the children in the school there is the potential of aggression and violence being directed towards the teaching staff and other pupils. All school staff are trained in the Management of Actual and Potential Aggression (MAPA). This course highlights how to de-escalate potential situations, and in high-risk circumstances how to hold the child to keep both of them, other pupils, staff members and visitors safe. The school also devises individual Student Intervention Plans (SIPs) to support and direct an individual response to the children.

### **Review:**

The Health and Safety Policy is reviewed by the Head of Health and Safety on a quarterly basis.

Lee Davenport

NEBOSH (National Examination Board in Occupational Safety and Health Level 3)

Head of Health and Safety.