

Tumblewood School Health and Safety Policy

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APPENDICES:

1 Legislative Framework and Guidance

[1] [Health and Safety at Work Act 1974](#)

[2] [The Management of Health and Safety at Work Regulations 1999](#) [3]

Associated policies

This policy should be read in conjunction with:

- School Health and Safety Procedure
- School First Aid policy
- School Risk Assessment policy

and all relevant Tumblewood organisation policies including:

- Accidents & Incidents
- Fire Drills
- Health & Safety
- Lone Working
- Manual Handling
- Medications

- Physical Intervention

2 Aims and Purpose

Tumblewood is committed to providing a learning and working environment which is safe and healthy for all its students, staff and anyone who visits.

Tumblewood School takes all reasonable steps to comply with all legal requirements for health and safety, and also follows best practice in creating and maintaining this safe and secure environment.

Tumblewood believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of students.

3 Statutory Duties and Responsibilities

Tumblewood Board

The role of Tumblewood Board is to monitor the policies and actions of the School to ensure compliance with legal requirements and the establishment of best practice and provide appropriate support where necessary.

The Board has the responsibility to take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and students are advised that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school activities outside Tumblewood.

Through the Head Teacher, ensuring there is an effective and enforceable policy for the provision of Health and Safety throughout the School and Community and that this is communicated to all staff, and instruction and training is provided.

The Board has delegated the role of auditing School policies, procedures and compliance with legal requirements to the **Compliance Officer**.

The Board has delegated the role of competent person to the **Maintenance person**.

The Head Teacher is responsible for Health & Safety in School and is responsible for:

1. Managing the School's staff, site and activities so that the health and safety of all those involved is secured.
2. Ensuring the School Health & Safety Policy is complied with.
3. Bringing any Health & Safety concerns that are outside the Head Teacher's control, or any Health & Safety responsibilities that cannot be met to the attention of the Board, the Registered Manager, and Maintenance and Compliance.
4. Specific duties including monitoring, compliance and reporting, both statutory and non-statutory.

Teaching staff are directly responsible to the Head Teacher, or the member of staff nominated by the Head Teacher, for day to day implementation and operation of the School Health and Safety Policy within their individual departments and areas of responsibility.

All members of staff at Tumblewood and in the School are expected to familiarise themselves with the Health and Safety aspects of their work and take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions at work

All staff are expected to:

1. Comply with Health and Safety policy
2. Observe the safety rules and advice
3. Report any accidents and safety hazard within their work area
4. Conform to written or verbal instructions given to them or contained in any relevant risk assessment to ensure their personal safety and the safety of others
5. Use safety equipment and protective clothing for the appropriate tasks
6. Attend any health and safety related training as requested by the Organisation

All Managers and Leaders are responsible for

1. making themselves familiar with this policy, legal requirements and best practice in creating and maintaining a safe and healthy environment.
2. taking account of this policy in considering budgets and other policy considerations.
3. periodically assessing the effectiveness of this policy and ensuring that any necessary revisions are made.
4. establishing an effective health and safety management structure within the School and Community.
5. bringing to the attention of the Head Teacher, Registered Manager and Board any health and safety concerns outside of their control or any health and safety responsibility that they are unable to meet.

The Compliance Officer is responsible for monitoring and evaluating the Head Teacher's performance on health and safety matters, ensuring notification of regular evidence of the School's compliance with its health and safety obligations, and reporting to the Board.

4 Health and Safety Procedures

The Headteacher ensures that risk assessments and written procedures are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations in Tumblewood School.

These procedures provide staff with instructions on who is responsible and in which circumstances for health and safety connected with carrying out their duties or activities.

Staff must:

- Comply with the Organisation's health and safety policy
- Observe the safety rules and advice
- Report any accidents and safety hazard within their work area
- Conform to written or verbal instructions given to them or contained in any relevant risk assessment to ensure their personal safety and the safety of others
- Use safety equipment and protective clothing for the appropriate tasks
- Attend any health and safety related training as requested by the Organisation

5 Visitors and Contractors

The Head Teacher will ensure that all visitors to the School and contractors working in the School, conduct themselves and their activities in such a manner that all statutory and advisory requirements are met at all times.

When the premises are being used for purposes not under the direction of the Head Teacher, the Registered Manager will be expected to maintain safe practices for the activities taking place.

Health and Safety at Work Act 1974

All contractors working on the School premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard for the safety of all persons using the premises.

Contractors are reminded of Section 8 of the Health and Safety at Work Act 1974 which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

In instances where the contractor creates hazardous conditions and refuses to remove them or take action to make them safe, the Head Teacher will take such actions as are necessary to prevent risk or injury. This may require the contractor to stop work or leave the site.

6 Staff Consultation

The Head Teacher will ensure full and proper consultation with employees on Health and Safety matters, and will include the health and safety nominated representatives of Tumblewood Community.

7 Critical Incident Strategy and Plan

The Head Teacher is responsible for ensuring that a Critical Incident Strategy and Plan are drawn up and regularly reviewed.

8 Health and Safety Advice and Technical Assistance

Any health and safety concern should be brought to the attention of the Head Teacher and competent person without delay.

In the event of a health and safety concern or incident presenting an immediate threat to safety, staff should take whatever action necessary to protect themselves and others, including withdrawing from the area, isolating electrical equipment, and calling emergency services.

- Current and relevant information is displayed in the common areas and next to individual machinery and hazards.
- Risk Assessments are on hand in individual classrooms.
- Professional advice should be sought from the competent person.

9 Manual Handling

The Manual Handling Regulations 1992 make it a legal requirement for schools to carry out risk assessments for manual handling.

Manual handling means: the transportation or supporting of a load by hand or by bodily force including lifting, putting down, pushing, pulling and carrying. A load includes a person as well as an inanimate object, but does not include using tools or equipment for intended purpose e.g. lifting a kettle, using a floor polisher.

Approximately 1 in 3 accidents reported relate in some way to manual handling. All staff should be trained in safe manual handling procedures and refer to the Health and Safety Manual Handling policies.

10 Physical Interventions

Physical Intervention using Team Teach methods may be used to restrain children or young people. The Physical Intervention policy and procedure should be followed at all times.

11 Lone Working and Health and Safety

Lone workers are employees who work by themselves without close or direct supervision and as such come under the School's Health and Safety Policy. The following situations are covered by this policy

- Caretaker or last person in the building or locking up
- Employees working outside of normal working hours
- Employees attending out of hours meetings or functions
- Contractors

There is no legal prohibition to working alone, however any hazards must be identified, risk assessments carried out and measures put into place to control any risks. All employees must consider whether it is really necessary for them to work alone and if arrangements can be made for others to work at the same time. As this is not always possible, all staff must be aware of the procedures required for working alone and must not knowingly put themselves at risk.

12 Notifications

Please refer to Tumblewood's Accidents and Incidents Policy.

All Accidents are reported in the Accident book and where required, on the OFSTED Annex A document.

Accidents and Injuries to employees

Serious and significant accidents to employees are reported through the RIDDOR arrangement and to Health and Safety Executive (HSE) on form 2508.

Accidents and Injuries to pupils and visitors

Serious and significant accidents to pupils, visitors and other people who are not at work are immediately notified to HSE, and reported within 10 days reported on form 2508:

- if the person involved is killed or taken to hospital **and**
- the accident arises out of or in connection with work

Fatalities and Major Injuries – are immediately notified to HSE, and in writing within 10 days on form 2508.

13 Employer Liability Insurance

In the event of a claim alleging negligence by Tumblewood School or Community or a member of school staff, action is likely to be taken against the employer Tumblewood, rather than the employee.

As Employers, Tumblewood maintains a liability insurance policy which provides full cover for claims arising from actions of staff acting within the scope of their employment. The certificate is displayed in the Main Reception office.