



NORLAND PLACE SCHOOL

Health & Safety Policy

Reviewed: September 2023	Next Review Date: September 2024
Responsibility: Site Manager/ Bursar	
Location (s): SMT Drive, Staff Drive	

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NORLAND PLACE SCHOOL

HEALTH & SAFETY POLICY

It is a requirement that all employers have a health and safety policy.

This policy document states the aims, principles and strategies for ensuring health and safety at Norland Place School.

The objective of this policy is to set out the responsibilities and expectations of both employer and employee and be a reference document for both parties.

These objectives can only be achieved with the support of all members of staff. If you have any comments on the contents of the policy, which is designed to be a working document, please discuss these with the Bursar.

1. Aims of the policy

- 1.1 To provide a safe and healthy environment for children, teaching and non-teaching staff and all others who visit the school premises
- 1.2 To ensure all members of the school community understand their own responsibilities in maintaining a safe and healthy environment

2. Principles of the policy

- 2.1 The promotion and maintenance of a safe and healthy environment is not only a statutory requirement but also essential to the general well-being of the school. It requires sound management, a proactive approach and the cooperation of all personnel. The school recognises the need to promote health and safety and risk management to achieve improved standards and safe working methods.
- 2.2 The school will take all practicable steps to prevent personal injury, health hazards, loss or damage to property and foreseeable risks of loss to pupils, staff and members of the public whilst on the premises.

3. Implementation

To ensure health and safety standards are maintained/improved, the following people form the Health and Safety Committee:

Headmaster
Bursar
Operations Officer
Deputy head
School Secretary
Director of Studies/Science Teacher
Pre-prep Co-ordinator / EYFS Co-ordinator
Head of Games
Head of Art
Chef Manager
Site Manager

The school recognises the need to identify organisational methods for implementing and controlling the health and safety policy of all those using the school. All members of the school community (teaching and non-teaching staff, parents, pupils and proprietor) work towards the school's aims by:

- 3.1 Being fully aware of their own responsibilities for maintaining a safe and healthy environment
- 3.2 Being familiar with all instructions and guidance on safety within the school, using common sense at all times to take reasonable care for their own and others' safety
- 3.3 Reporting any potential hazards/issues to the Bursar / Operations Officer / Site manager immediately

4. Statement of Responsibilities

4.1 The Partners

4.1.1 Mr. P Mattar and Mrs. A Mattar (The Partners), as employers, recognise their responsibility, under Section 2 of the Health and Safety at Work Act 1974, to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people. Reference is also made to the Department of Education Non statutory advice: Guidance Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (2014)

4.1.2 The Partners recognises their corporate responsibility for ensuring that the Health and Safety policy is implemented in the school

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

- Any changes which substantially affect their Health and Safety at work changes in procedures, equipment or ways of working etc.
- Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- The planning of Health and Safety training.
- The Health and Safety consequences of introducing new technology.

The school adopts different methods for carrying out this consultation such as a recurring agenda item at the weekly staff meeting or by way of the Health and Safety Committee which are held termly during INSET.

4.1.4 There is commitment from the Partners to provide sufficient information and training for employees to ensure a safe and healthy environment at the school

4.1.5 The Partners also recognises that there is a responsibility under Sections 3 and 4 of the Act for the safety of other persons such as pupils, visitors and contractors who use the site

4.1.6 Day to day operations are delegated to the Headmaster and the Bursar/ Operations Officer

4.2 The Management Team

Consisting of the Headmaster (Partner), Senior Management Team, Site Manager and H&S Committee

All work towards the school's aims by:

- 4.2.1 Recognising their corporate responsibility for ensuring that the Health and Safety policy is implemented in the school
- 4.2.2 Ensuring adequate resources (both financial and time) are available to enable the objectives and arrangements outlined in this policy to be achieved
- 4.2.3 Ensuring that safe working practices and procedures are applied within the school
- 4.2.4 Making termly inspections to ensure that a safe and healthy environment is maintained
- 4.2.5 Establishing a system for reporting and investigating accidents and ensuring that this is rigorously applied
- 4.2.6 Ensuring all members of the school community is aware of their own responsibilities
- 4.2.7 Taking responsibility for devising and implementing a school health and safety policy
- 4.2.8 Monitoring and reviewing this policy and ensuring that necessary revision is undertaken
- 4.2.9 Ensuring all staff are familiar with the Health and Safety policy of the school and any other relevant codes of practice
- 4.2.10 Facilitating safety training for staff
- 4.2.11 Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
- 4.2.12 Ensuring that there are arrangements for the speedy evacuation of the buildings in the case of fire (or any other emergency) and that the firefighting equipment is available and maintained
- 4.2.13 Requiring the Health & Safety committee to report each term on health and safety matters
- 4.2.14 Ensuring the Health and Safety committee undertakes a health and safety inspection at least once each term and that a record is maintained of these inspections

4.3 The Bursar, Operations Officer & Site Manager

The Bursar will ensure that the school's Health & Safety policy is implemented and understood by all. The policy must be monitored regularly, revised as necessary and controlled effectively. There is a legal obligation to ensure that the policy is implemented at all levels.

The Bursar, Operations Officer & Site Manager works towards the school's aims by:

- 4.3.1 Taking responsibility for the day to day operation of the Health & Safety policy
- 4.3.2 Being aware of all contractors or third parties entering the school premises to undertake maintenance or work contracts (through liaison with school office/Site Manager etc.).
- 4.3.3 Ensuring that staff and pupils are not endangered by the acts of contractors
- 4.3.4 Providing a copy of the school's policy to all known contractors to alleviate this risk
- 4.3.5 Planning necessary safety measures for the duration of any works by contractors or third parties
- 4.3.6 Taking appropriate steps in the event of contractors or third parties acting in a manner to endanger staff or pupils

4.4 School Staff

All members of staff have responsibilities under the Health & Safety at Work Act and will be provided with in-service training to enable them to operate safely and efficiently.

School staff work towards the school's aims by:

- 4.4.1 Ensuring that all pupils under their control receive instruction and guidance as appropriate
- 4.4.2 Reporting any possible hazards/defects to the specific email address site@norlandplace.com which will then be dealt with by the Operations officer or Site Manager
- 4.4.3 Familiarising themselves with all documents relating to health and safety within the school

4.5 Teachers and Teaching Assistants

Teachers and Teaching Assistants work towards the school's aims by:

- 4.5.1 Promoting a spirit of safety consciousness among the children
- 4.5.2 Ensuring that they understand the need for a code of practice
- 4.5.3 Ensuring that children are conscious of their responsibilities in taking reasonable care for their own safety and that of others
- 4.5.4 Being vigilant and careful role models for the children
- 4.5.5 Taking quick, firm action to prevent children from jeopardising their own or others' safety
- 4.5.6 Providing opportunities for children to discuss appropriate health and safety issues

4.6 School Site Manager

The role of the Site Manager is fundamental to the continuing safety of the site, buildings and plant.

The school Site Manager works towards the school's aims by:

- 4.6.1 Undertaking his/her duties in strict accordance with the Health & Safety policy
- 4.6.2 Taking a proactive approach to his/her duties
- 4.6.3 Regularly walking the site to identify any hazards, risks or damage
- 4.6.4 Promptly rectifying any hazards, risks or damage identified/reported
- 4.6.5 Disposing of all combustible rubbish promptly and safely
- 4.6.6 Attending promptly to health and safety issues identified by the termly health and safety inspections

4.7 Catering & Cleaning

At Norland Place catering is carried out 'In-House' with compliance overseen by The Safer Food Group

The cleaning in the school is carried out by Oscar Cleaning Services Ltd. They are responsible for risk assessments, environmental health and other health and safety requirements required for these activities.

4.8 Pupils

Pupils work towards the school's aims by:

- 4.8.1 Carrying out the instructions issued by teachers/staff regarding health and safety issues (e.g. attending fire drills, behaving appropriately with school equipment/within the playground etc.)
- 4.8.2 Contributing to the development of codes of practice/class rules
- 4.8.3 Conducting themselves in an orderly manner in accordance with such codes/rules
- 4.8.4 Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it
- 4.8.5 Helping to compile a set of classroom rules at the start of the academic year
- 4.8.6 Safeguarding: If an employee or volunteer suspects that a pupil may be the victim of abuse, they should immediately inform the school's Designated Safeguard Lead (DSL). It is the school's policy for the school to comply with the Local Authority's Child Protection Procedures. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures.

4.9 Parents

Parents work towards the school's aims by:

- 4.9.1 Ensuring that children attend school in good health
- 4.9.2 Providing prompt phone calls/notes to explain all absences
- 4.9.3 Providing support for the discipline within the school and for the teacher's role
- 4.9.4 Ensuring early contact with the school to discuss matters concerning the health and safety of their children or of others
- 4.9.5 Allowing children to take increasing personal and social responsibility as they progress throughout the school
- 4.9.6 Accepting responsibility for the conduct of their children at all times
- 4.9.7 Ensuring that the school has current emergency contact details and up to date medical records where appropriate
- 4.9.8 Complying with the Health and Safety provisions in the Parents Handbook

4.10 Health and Safety Committee

- 4.101 Coordinating the implementation of the Health and Safety policy and will keep under review measures taken to ensure the health and safety of employees, pupils and staff
- 4.102 Meet once a term to discuss matters concerning health and safety
- 4.103 Carry out an inspection of the School once every term
- 4.104 Review and update any risk assessments, where necessary
- 4.105 Discuss training requirements
- 4.106 Review the Health and Safety policy and update it where necessary

5. Risk Assessment

Under the Management of Health and Safety at Work Regulations 1999 a school must undertake a general examination of all its work activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm and the resulting consequences) to members of staff (not forgetting temporary staff, cleaners, young, inexperienced staff, those with disabilities) and others (pupils, contractors, suppliers, visitors, members of the public) who may be affected by the many and varied activities of the school.

Having identified each hazard, a risk assessment should be made to identify, prioritise and implement the control measures necessary to remove the hazard altogether or, if this is not possible, to reduce the risk to the level required by law.

When identifying control measures for a particular hazard, it is important to check whether that hazard is regulated by general legislation, specific regulations, an Approved Code of Practice or guidance on good practice, e.g. a British Standard or Department for Education guidance.

A record should be kept of each risk assessment and should include:

- 5.1 The significant hazard identified
- 5.2 The existing control measures and their effectiveness
- 5.3 The number and types of people at risk from the hazard (including those at special risk), the possible consequence of exposure to the hazard and the likelihood of those consequences materializing
- 5.4 The new control method to be implemented

6. Environmental Safety

The physical safety of the environment is ensured by:

- 6.1 Termly inspection of the school by the Headmaster / Bursar
- 6.2 Providing appropriate furniture for the children
- 6.3 Storing all items in suitable containers and at a height appropriate to the user to reduce bending and stretching
- 6.4 Teaching children to dispose of rubbish appropriately and the prompt collection of any litter by the Site Manager
- 6.5 Providing adequate security measures
- 6.6 Adopting visitor registration procedures
- 6.7 Ensuring a rapid response to rectify any hazards which have been identified
- 6.8 Having regular inspections of the site carried out in accordance with para 4.2.4 and by monitoring the state and condition of the buildings, site and plant to ensure the prompt resolution of any problems identified

7. Playground Safety/Break time Supervision

Playground safety is ensured by:

- 7.1 The conscientious supervision of children involving the appropriate number of staff in the playgrounds and in St James's Gardens
- 7.2 Enforcing appropriate behaviour in the playground to maximise playground safety
- 7.3 Teachers making pupils aware of and understanding the School's expectation regarding pupil conduct
- 7.4 Any significant accidents must be written in the accident book by the member of staff who witnessed the accident. The accident book is kept in the school office
- 7.5 Red Emergency Card procedure: Every room where children are taught has a number of red laminated cards fixed to the wall near one of the doors. These are the Red Emergency Cards. Each card has a message on the side facing the wall which reads (for example) 'Emergency in Year 1W'.

These cards are intended as a back up to gain assistance in the event of an emergency.

The first means of communication will usually be by internal telephone (see page 3 of Staff Handbook). Should this prove unsuccessful (e.g. the Site manager/ deputy head and Secretary lines are engaged) then the member of staff should send children, each bearing a red card, to the nearest points where help might be available. These might include the staff room, the school offices or another classroom.

Under these circumstances, the teacher should give the cards to the children, message side down, and ask them to go to specific rooms and give the card to an adult.

The rationale behind the cards is to allow a member of staff to stay with the children in the class if an emergency arises. The cards also provide a means of getting assistance should it be the case that the emergency involves the member of staff.

Red Emergency Cards are to be found in all classrooms, the Charter Hall and the 'long corridor' between the two playgrounds (for use should an emergency occur with the children in the playground).

8. Fire and Emergency Evacuation Procedures

There is a separate Norland Place School Fire Policy, however, the fire precautions include:

- 8.1 Checks of the fire alarm system by representatives from Fire Action Ltd
- 8.2 Annual service of fire-fighting equipment by representatives from Chubb
- 8.3 Checking the fire alarm (weekly) and dorgards (monthly) by the Operations Officer & Site Manager
- 8.4 Checking the emergency lighting (monthly) by the Site Manager
- 8.5 A termly fire drill which is monitored with observations and time of evacuation recorded. The fire alarm is a continuously ringing bell

8.6 Staff are required to familiarise themselves and their class with the escape routes from their classes including the alternative escape route to be used in case the primary route is blocked

8.7 Annual staff training via online portal TES/Educare

9. In the event of fire being discovered

9.1 The alarm should be sounded (children must be instructed to tell a teacher or member of staff if they smell or see a fire) by operating the nearest call point

9.2 On sounding the alarm, the fire brigade will be contacted by either the Headmaster or Bursar / Deputy Head by calling 999

9.3 All pupils, staff and visitors must leave the building via their nearest available exit, closing doors behind them if possible. Teachers must escort their class to the assembly point on Holland Park Avenue (in each room there is a diagram showing exits and line up points)

9.4 Do not take risks firefighting. All staff are trained in using fire extinguishers. Although the School policy is not to fight fire unless it is to ensure a safe evacuation.

9.5 At all times fire doors must be unobstructed. All exit doors must be unlocked while there are people in the buildings. Exits must be clearly identified and marked. Display material must not block exits or be assembled in a place likely to cause fire or accidents

9.6 Do not stop or return to the building to collect personal belongings

9.7 All personnel should walk quickly. No one should run

9.8 Children should proceed to their line up point in Holland Park Avenue without talking

9.9 All visitors to the school must be made aware of the fire discovery and evacuation procedures. (This can be achieved by displaying a clear list of instructions in the school office and asking visitors to read it when they sign in. They should also familiarise themselves with the instructions in each classroom. The fire evacuation procedure is also included on the Visitors' Badge)

9.10 The Secretary will take out the class registers, telephone contact numbers and teachers board

9.11 The School Chef Manager will ensure the Kitchen Staff have evacuated

9.12 Fire Wardens – Operations Officer (no 162), Site Manager (164), Deputy Head (166) are tasked to ensure each building has evacuated but should not risk their own personal safety. The headmaster will cover the role if any of the Fire Wardens are absent.

9.13 The Bursar will be located at the fire panel and act as a liaison with the fire services

10. Potential fire hazard from rubbish and combustible waste

10.1 Rubbish must not be left in the boiler room, block escape routes or be allowed to accumulate to become a hazard, but disposed of safely and correctly

10.2 Combustible materials should be disposed of promptly and correctly

11. Potential fire hazard from displays and decorations

- 11.1 Displays and decorations materials must not be placed near heaters or suspended from light fittings. Particular care should be taken not to create a fire hazard by fixing wall display materials beneath or in close proximity to the wall mounted heaters and light fittings

12. Working at Height

The School is aware of its obligations under 'The Work at Height Regulations 2005'.

The main requirements can be paraphrased as follows:

- Avoid work at height if it is at all reasonably practicable
- Work at height must be planned, supervised and carried out in a safe manner
- Those involved must be competent
- The control measures must be risk assessment driven. Working from a secured platform is safer than working from a ladder. Therefore, your risk assessment should show that the platform or other equivalent means would be preferable to a ladder. A ladder is only used if the job is of a very short duration or alternatively other means of access could not be brought to that area. Please refer to Norland Place School's '*Check List: Ladders and Step Ladders*'.
- There must be sufficient and suitable measures to prevent a person falling a distance liable to cause injury
- Do not work from or near fragile surfaces
- Employees have annual training in manual handling via the Educare/TES portal

13. No Smoking Policy

- 13.1 Norland Place School strictly enforces a no smoking policy
- 13.2 Employees who fail to comply with this policy will be subject to the school's disciplinary policy
- 13.3 The school's no smoking policy applies without exception to all areas of the school and applies to all persons who come on to the premises
- 13.4 The no smoking policy is advertised by the display of notices

14. Health and Hygiene

Personal hygiene is ensured by:

- 14.1 The operations officer/Site Manager is responsible for ensuring a high standard of cleanliness is maintained throughout the School and for the employment of contract cleaners to meet this requirement
- 14.2 Every member of the staff has a duty to ensure that, in the interests of safety, the School is kept clean and tidy
- 14.3 A high standard of personal hygiene is required from all staff and they are expected to encourage a similar standard amongst the children, both by their own example and by ensuring, for instance, that children wash their hands after using the toilet and before eating

15. Electrical Equipment

- 15.1 Portable electrical equipment will be tested annually by a qualified electrician. Equipment will be marked to show the date of testing and approval for use. Any equipment which does not pass will have the plug removed and be taken out of service
- 15.2 Staff are requested to site portable equipment sensibly to avoid trailing leads and other potential hazards. Staff are also reminded of their duty of care to remove from use any item which is obviously a danger e.g. exposed wiring, and report it to the Site Manager/ Bursar as soon as possible
- 15.3 Kettles must be kept in either the kitchen, staffrooms, science lab or the school office and must not be taken in to the classrooms or used by children. Hot drinks must not be consumed in the presence of children or carried in the common areas whilst children are on site, as this constitutes a potential health hazard
- 15.4 Surge protected extension cables with multi sockets may be used for computers
- 15.5 Extension cables with multi sockets may be used elsewhere but only as a temporary measure. For long term requirements staff are encouraged to discuss their needs with the Bursar / Site Manager
- 15.6 Water must not be used on electrical fires due to danger of electrocution

16. Boiler Room

- 16.1 Combustible items must not be stored in the boiler room
- 16.2 The boiler must be inspected annually
- 16.3 The boiler room must be checked at each health and safety inspection

17. Manual Handling

The school is aware of its obligations under 'The Manual Handling Operations Regulations 1992'.

- 17.1 Lifting and moving objects should be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task in hand
- 17.2 The load to be lifted or moved must be inspected for sharp edges or wet patches
- 17.3 When lifting or moving a load with sharp or splintered edges, gloves must be worn
- 17.4 The route over which a load is to be lifted should be inspected to ensure it is free of obstructions
- 17.5 Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain
- 17.6 When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back
- 17.7 Employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool must be used. Employees should not use chairs or any makeshift device for climbing and must never climb up on the shelves
- 17.8 Employees have annual training in manual handling via the Educare/TES portal

18. Control of Substances Hazardous to Health (COSHH 2002)

This legislation is designed to minimise the risk of employees' exposure to hazardous substances.

- 18.1 Where substances are used which present a hazard to health Norland Place School will undertake an assessment to determine whether there are less hazardous substances which could be used or what precautions should be taken to minimise the risks from exposure
- 18.2 Hazardous substances must be stored in clearly labeled locked cupboards that are inaccessible to children. Oscar's Cleaning are responsible for their cleaning products and meeting occur regularly between the school and Oscar's Cleaning.
- 18.3 Appropriate protective clothing must be worn when such substances are used e.g. eye protection and rubber gloves
- 18.4 Any spirit based pens used by staff for white boards or displays must be stored at all times out of reach of children

- 18.5 Any member of staff who feels there is a danger of exposure to hazardous substances i.e. those bearing an orange label stating 'toxic', 'harmful' or 'corrosive' should advise the Bursar / Site Manager in writing as soon as possible. It is the teacher's responsibility not to ignore potential hazards
- 18.6 An asbestos survey was undertaken by Adams Environmental in February 2023. There are no identified dangers to staff, pupils or visitors
- 18.7 An asbestos register is held to show the location, type and condition of the asbestos. Employees or contractors likely to come into contact with the asbestos will be fully informed of the hazard
- 18.8 An assessment will be carried out annually by the Health and Safety committee

19. Accident Prevention, Reporting and Investigation

Accident prevention, reporting and investigation are ensured by:

- 19.1 Vigilance by all staff and pupils to spot the potential cause of accidents and taking action to prevent these where possible
- 19.2 Promptness in reporting any potential hazard or near misses to the Operations Officer / Site manager or the Health and Safety Committee
- 19.3 Immediate response to such reports and by the investigation and resolving of the hazard
- 19.4 Reporting all hazards to the Site Manager/ Bursar
- 19.5 Recording all accidents in the accident book which is held in the school office
- 19.6 Notifying parents as soon as possible in the case of accidents/injury to children
- 19.7 Prompt investigation of all accidents by the Headmaster or Site Manager/ Bursar in order to establish cause and adopt remedial measures

20. Accidents and Injuries

- 20.1 All injuries other than minor cuts and grazes must be entered in the accident book
- 20.2 Headmaster or Bursar / Site Manager will make enquires as to appropriate supervision and organisation or use of materials in relation to any accident
- 20.3 In the event of an accident the appointed first aider the School Secretary, or if unavailable, the Deputy Head, should be summoned to assess the situation and take the correct course of action. Inappropriate handling may worsen injuries
- 20.4 In addition to the two first aiders named above, many other members of staff will be trained as appointed first aiders who may administer care in an emergency
- 20.5 In the case of serious injury the adult or pupil should be taken to hospital by ambulance and parents/next of kin contacted

- 20.6 Staff should provide the School Secretary with a contact number for their next of kin to be used in an emergency. It is their responsibility to ensure the contact details are current
- 20.7 First aid kits are provided for all classrooms with very limited contents for incidents not requiring the first aider's attention. These should be taken on all trips out of school regardless of distance and length of trip. It is the teacher's responsibility to ensure stock is replenished. First aid kits are also available on the ground floor corridors of numbers 162, 164 and 166 and the doors to the playgrounds in the long corridor
- 20.8 The School Secretary will maintain a more comprehensive first aid kit, for designated first aider's use, in the sick bay situated in No 162. Kits are also available for offsite games activities and visits to St James's Gardens

21. Accident Reporting – Statutory Requirements

Summary

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require that specified accidents and dangerous occurrences which result from work activities are reported to the safety enforcement authorities. Failure to comply with these Regulations could lead to enforcement action being taken that includes prosecution.

22. When are RIDDOR reports required?

Reporting under RIDDOR 2013 is required if there is an accident connected with work where:

- 22.1 An employee or self-employed person working on Norland Place School premises is killed or suffers a major injury
- 22.2 A member of the public visiting the school is killed or taken to hospital
- 22.3 An employee or self-employed person working on Norland Place School premises suffers any injury resulting in the injured person being away from work for more than seven days (including any days that they would not normally be expected to work, such as weekends or holidays, but not counting the day of the injury) must be reported within 15 days of the accident
- 22.4 If a doctor notifies Norland Place School that an employee is suffering from a reportable work related disease (detailed guidance on RIDDOR reporting and online procedures at www.hse.gov.uk/riddor/report.htm.)
- 22.5 In the event of a dangerous occurrence, even if no injury occurred

When notified of a serious incident the Headmaster and or Bursar should refer to the list above to check whether or not the accident is reportable. From April 2012 employers no longer need to report 'over three day' injuries however records must be kept for at least three years on all occupational injuries where an employee is away from work or incapacitated, due to a work related incident, for more than three consecutive days.

23. Reportable specified injuries

A major injury is:

- 23.1 Any fracture other than to the fingers, thumb or toes
- 23.2 Any amputation
- 23.3 Dislocation of the shoulder, hip, knee or spine
- 23.4 Any injury likely to lead to permanent loss of sight or reduction in sight
- 23.5 Serious burns, including scalding, which cover more than 10% of the body or causes serious damage to the eyes, respiratory system or other vital organs
- 23.6 Any injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- 23.7 Any other injury leading to hypothermia, heat induced illness or to unconsciousness requiring resuscitation requiring admittance to hospital for more than 24 hours
- 23.8 Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin or caused by head injury or asphyxia

24. Reportable Occupational Diseases

- 24.1 The regulations require that specified diseases have to be reported, including asbestosis, Legionellosis etc. In many disease cases these are specific to certain industrial processes or exposure to particular substances.
- 24.2 Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure (refer www.hse.gov.uk/riddor). Advice on disease reporting requirements can also be obtained from the Royal Borough of Kensington & Chelsea.

25 Dangerous Occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in schools typically include:

- 25.1 The collapse, overturning or the failure of any load bearing parts of lifts or lifting equipment
- 25.2 The accidental release of a biological agent likely to cause severe human illness or the accidental release or escape of any substance that may cause a serious injury or damage to health
- 25.3 Electrical short circuit or overload causing fire or explosion
- 25.4 The unintended collapse of any building or structure under construction or alteration

26. Means of Reporting

Accidents may be reported (by the Site manager/ Operations Officer or any other member of the Management Team) by the following means:

26.1 By telephone to Royal Borough of Kensington & Chelsea Environmental Health Dept - 0207 361 3002

In the event of death or major injury Royal Borough of Kensington & Chelsea should be informed by telephone as soon as possible. Nothing at the site of the accident must be moved except for helping the injured until an investigation has been carried out

Within 10 days written confirmation of the accident must be made on form F2508A and sent to the Royal Borough of Kensington and Chelsea

26.2 By telephone to the UK RIDDOR Call Centre

- Telephone 0845 3009923 (between 8.30am and 5.00pm)
- Fax 0845 300 9924 (any time)

26.3 Records of any death, reportable injury, disease or dangerous occurrence must be kept for three years after the date on which it happened.

The records must include:

- The date and method of reporting (e.g. phone followed by written report)
- The date, time and location of the event in question
- Personal details of those who were involved
- A brief description of the nature of the injury, event or disease

The report should also include such information as:

- The location of accident or incident
- The type of accident (falls from high or low level, collision, cut, blow, etc.)
- Names of any witness
- The nature of first aid treatment
- Whether the casualty needed hospital treatment

27. Minor Injuries

Accidents Involving External Bleeding

- 27.1 Normal first aid procedures should be followed. Those administering first aid must wash their hands before and after procedures. Disposable gloves must be worn.
- 27.2 Contaminated surfaces should be washed thoroughly with a disposable cloth using a solution of one part bleach to ten parts water. Rubber gloves must be worn and rinsed after use.
- 27.3 In the case of small cuts, wherever feasible the injured person should wash the injury and cover the wound with a dressing.

Cuts and Puncture Wounds

- 27.4 Free bleeding should be encouraged and the injury washed with running water and then dressed.

28. First Aid Provision

First Aid provision includes:

- 28.1 The use of hygienic first aid practices by all staff
- 28.2 The presence of at least two appointed first aiders on site at all times
- 28.3 Minor injuries may be treated on a self-help basis or by any member of staff in loco parentis. All staff act in loco parentis during the time that the school is open for children
- 28.4 In the case of serious injury, responsibility of the appointed first aider ends when the patient is handed over to medical care or parent/guardian
- 28.5 The appointed first aider will take charge of the situation where personal injury/illness has occurred and where further medical help is needed
- 28.6 The Headmaster/Deputy Head will assume the responsibilities of the appointed first aider in the absence of one
- 28.7 Any responsible adult can summon an ambulance if needed. If the school is unable to contact a parent/guardian or parent/guardian's representative then a member of staff will accompany the child to hospital

29. Administering Medication at Norland Place School

Parents/guardians have prime responsibility for their children's health and for providing the school with the correct information

There are two sets of circumstances covering the administering of medicines to pupils at Norland Place School.

29.1 Cases of chronic illness or long term complaints such as asthma, diabetes epilepsy or nut allergies.

- All parents of children with long term illness must complete the appropriate forms, which will then form a school register of chronic illnesses
- If a school representative is willing to administer treatment to such a child, they must be formally authorised to do so by the parent and receive the appropriate guidance and training

29.2 Cases where children are recovering from a short term illness are well enough to return to school, but are receiving a course of antibiotics, cough medicine etc.

- It is preferable that parents administer treatment to their children. This may be achieved by the parent visiting the school
- If a school representative is willing to administer medicine, the parent must complete the appropriate form and deliver it to the School Secretary
- All medicines must be clearly labeled with contents, owners name and dosage and must be delivered to the School Secretary by the parent
- Storage of medication. Antibiotic medicines are kept in the fridge located in the School Office. Epi pens, inhalers etc. are kept in the cupboard in the Sick Bay and when necessary in the Games First Aid box

In general children should not return to school until the course of medication is completed.

All minor accidents, scratches, cuts etc. will be treated in school. Wounds will be treated with wipes only and a plaster applied where necessary. No lotions will be applied.

Accidents requiring treatment are recorded in the school accident book and parents informed

30. Occupational Stress Policy

Norland Place School is committed to protecting, so far as is reasonably possible, the health, safety and welfare of all its employees. We recognise that workplace stress is an issue that can have an adverse impact on those affected and acknowledge the importance of identifying and reducing workplace stress factors.

This policy will apply to all those employed by the school. The Headmaster, Senior Management Team and Operations Officer are responsible for its implementation and the school is responsible for providing the necessary resources.

This policy is not contractually binding on the school and it may be amended from time to time. It applies equally to all employees of the school regardless of status or seniority.

30.1 Definition and Symptoms of Stress

This policy will use the following definition of stress as defined by the Health and Safety Executive: 'stress is the adverse reaction people have to excessive pressure or other types of demand placed on them'. This definition makes the distinction between pressure, which can have a positive effect when managed correctly and stress which can be detrimental to health.

All staff should be alert to possible symptoms of stress in others which may include:

- Increase in sickness related absence, particularly short term absence
- Decrease in work performance
- Decrease in decision making ability
- Changes in work relationships, e.g. conflict between colleagues
- Decrease in staff motivation/commitment
- Working longer hours but with diminishing effectiveness
- Lack of enthusiasm

Symptoms to be alert for in recognising stress in you include:

- Fatigue, disturbed sleep, aching muscles
- Loss of appetite, indigestion
- Dependence on alcohol or drugs
- Headaches
- Inability to relax
- Sense of not being in control
- Difficulty in retaining information
- Poor concentration and indecisiveness
- Increased irritability
- Change in attitude to work/colleagues
- Anxiety/depression

Each member of staff should be alert to these symptoms either in themselves or in colleagues and take appropriate action to address the issue in accordance with the steps set out in this policy.

30.2 Policy

The school will seek to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum. Where stress factors are identified, the school aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress. In order to achieve these policy goals, the school will seek to give effect to the following:

- The school will take reasonable steps to identify all work-place stress factors and conduct risk assessments to eliminate stress or control the risks from stress
- The school will consult with the staff/safety representatives on all proposed action relating to the prevention of workplace stress
- The school will provide adequate resources to enable the Headmaster, the Senior Management Team and Site manager/Operations Officer to implement this policy
- The school will communicate to all staff the content of this policy
- The school will encourage the Headmaster, Senior Management Team and Bursar, wherever possible, to remedy institutional features which create stress. Where this is not possible, such issues should be identified and reported
- The school will operate reporting procedures with proper safeguard for confidentiality

30.3 Responsibilities of the Headmaster & Senior Management Team

- Conduct and implement recommendations of risk assessment within their area
- Ensure good communication between staff particularly where there are organisational and procedural changes
- Ensure staff are fully trained to discharge their duties
- Ensure staff have the opportunity for career progression as appropriate
- Monitor workloads to ensure a fair distribution of work
- Monitor working hours to ensure that staff are not working to excess
- Monitor holidays to ensure that staff are taking their full entitlement
- Attend training as requested on good management practice and health and safety
- Ensure that bullying and harassment are not tolerated
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work, e.g. bereavement or separation
- Meet regularly with staff to listen to any concerns
- Create a culture in which staff know they can raise concerns and that their concerns will be treated sympathetically and seriously

30.4 Responsibilities of Staff

- Raise issues of concern (including concern relating to colleagues) with the Headmaster or members of the Senior Management Team. Do not wait until a formal appraisal/meeting to identify concerns
- Accept opportunities for counseling when recommended

30.5 Establishing the Problem

Employees who know or suspect they have a stress-related problem, or that they are at risk of developing one, should make an appointment at the earliest opportunity with either the Headmaster, or a member of the Senior Management Team. The issues of concern to the employee will be fully discussed and appropriate steps will be agreed.

If a member of staff suspects that a colleague has or is developing an adverse stress reaction he/she should raise the matter in confidence with either the Headmaster or a member of the Senior Management Team.

30.6 Where time off is required

There may be occasions where stress impacts so negatively on health that individuals have to take time off work. It is the school's objective to minimise such absence by providing support for its staff and to help plan a structured return to work.

Where time off is identified as an appropriate measure the employee will be on sick leave and entitled to all the benefits under the contract of employment. It is important that all employees in such circumstances seek immediate advice from their GP or other medical expert since anxiety and depression are medical conditions which can often be effectively treated through medication and counseling and through structured return to the work environment.

While the employee is undergoing treatment, the school has the right to obtain confirmation from the GP or advisory body that ongoing treatment is being obtained and to ask for the likely timeframe for return to work. The school may also require the employee to see an independent doctor or other health professional.

Prior to or on the employee's return to work, a meeting will take place with the employee and the Headmaster to consider the medical position and the circumstances leading to the employee's absence. Consideration will be given to an appropriate strategy for the individual to return to work which may include:

- Adjustments to the individual's duties, workload or place of work where this can be reasonably achieved, either on a temporary or long term basis, with consideration of any salary implications
- An initial return to work on a part time or flexible basis
- The offer of a job on a lower level of responsibility with a correspondingly lower salary

It will be the responsibility of the employee and the Headmaster to ensure that any recommendations resulting from the meeting are implemented and that the employee meets regularly with the Headmaster to discuss any additional steps which need to be taken to mitigate a recurrence of stress.

Where a return to work is unlikely in the foreseeable future either because of the severity of the condition or where the school cannot reasonably create the changes in working environment that the employee and/or GP or medical experts sets out as a precondition to return to work, then early retirement on medical grounds or termination of employment on grounds of medical incapacity will be considered.

Where stress, depression or anxiety are given as the reasons for short-term, frequent absences either the Headmaster should meet with the employee to seek to address any underlying work problems as soon as possible.

30.7 Where time off is not required

- Where a member of staff has indicated that he/she is suffering from stress but does not want to take time off work, the following steps will normally be followed:
- The employee will meet with either the Headmaster to discuss the matter
- If recommended by the Headmaster, the employee will visit his/her GP or an independent specialist for further examination
- If time off is recommended by the medical practitioner the employee will take the appropriate time off work
- Otherwise the employee and the Headmaster will identify reasonable steps which can be taken to mitigate and minimise the factors occasioning stress

31. Alcohol and Drugs

- 31.1 Norland Place School endeavours to ensure that employees' use of either alcohol or drugs does not impair the safe and efficient running of the school or the health of its employees
- 31.2 Alcohol consumption and consumption of non-prescribed drugs on school premises is not permitted
- 31.3 During the academic year there may be occasional social events where the Headmaster will give authorisation for the consumption of alcohol on school premises
- 31.4 If an employee comes to work whilst under the influence of alcohol or non-prescribed drugs, or otherwise consumes alcohol or non-prescribed drugs on the premises in breach of this policy, it will result in disciplinary action being taken. The School retains the right to summarily dismiss any member of staff on the grounds of gross misconduct. (Also documented as an appendix to the staff contract, entitled 'The School's Capability and Disciplinary Procedures')
- 31.5 Norland Place School recognises that there may be circumstances when an employee has an alcohol/drug related problem that requires specialist help. Therefore, it is the School's intention to deal with these cases sympathetically and to work with individuals, who may be experiencing an alcohol or drug related problem, in the strictest confidence
- 31.6 In cases of intoxication by alcohol or where an employee is known or suspected of being under the influence of non-prescribed drugs, they will be asked to leave the workplace for their own safety and safety of their work colleagues and the children

- 31.7 The Norland Place School policy on employee assistance is separate from the Norland Place School disciplinary procedures
- 31.8 The Headmaster will be able to give an employee advice and guidance on how to obtain help and assistance with any alcohol/drug related issue. If any member of staff is diagnosed as having a problem, the School will treat it as a health matter. However, this does not necessarily mean that the individual concerned will be excused from any consequences of their conduct which would otherwise merit disciplinary action being taken. If a programme of counseling is sought and the individual employee subsequently reverts to his/her previous level of alcohol/drug dependency, the School retains the right to treat any decline in performance or breach of policy as a disciplinary matter
- 31.9 The School reserves the right to seek medical advice to ensure that the individual would be able to undertake their normal duties. The health and safety of both the individual and their pupils is paramount
- 31.10 All requests for help will be treated in the strictest of confidence. The storing of written information will become necessary and will be carried out in accordance with the requirements of the Data Protection Act 1998

32. Expectant Mothers

- 32.1 Norland Place School will, in conjunction with any expectant mother, conduct an assessment of any hazards arising from the work activities, which, by reason of her condition, poses a risk to the health and safety of herself or to her baby

33. Display Screen Equipment

The definition of display equipment is wide and includes visual display unit monitors and liquid crystal displays used on lap top computers.

The use of display screen equipment is addressed in the Health and Safety (Display Screen Equipment) Regulations 1992. Modern Displays have generally low emissions and there are few inherent hazards associated with display screen equipment itself. Problems are more associated with the manner in which the equipment is used and the position that users adopt when working on keyboards.

There are long term problems associated with display screen use; colloquially they are described as RSI – repetitive strain injuries, more accurately the term Work Related Upper Limb Disorders is applicable. Such injuries often take time to develop and can lead to serious ill health and possible disability.

33.1. Users

The regulations make a distinction between users and non-users. Good practice suggests that all Norland Place School employees, who use the display screen equipment as part of their work with the school, be classed as users and treated accordingly.

33.2. Hazards

The main hazards associated with this equipment include:

- Work related upper limb disorders e.g. temporary fatigue or soreness in the hands, arms, shoulders etc., occupational cramp, chronic soft tissue disorders such as peritendinitus or carpal tunnel syndrome
- Prolonged static posture or awkward positioning
- Temporary visual fatigue – poor positioning, poor legibility of screen or documents, lighting, poor screen image
- Fatigue or stress
- Photosensitive epilepsy
- Environmental factor e.g. humidity, heating, ventilation and static electricity

33.3. Workstation Assessment

By the nature of their roles at Norland Place School the current main users of VDU's are the School Secretary and Registrar.

Formal workstation assessments will be conducted by users regularly. The purpose of the assessment is to ensure that the workstation is properly set up, that equipment is in good order and adjusted properly. It also enables any requirements for extra equipment, document holders or foot rests etc. to be identified

Norland Place School will, if required, arrange for the relevant health and safety training of users and provide adequate information about the risks associated with display screen use.

Norland Place School, at the request of main users, will organise eye tests and ensure the provision of suitable corrective appliances etc. where these are required for the display screen work concerned.

Assessments should be conducted by the user at their own work station. Such assessments will be conducted annually or more frequently if there are significant changes in the workstation, work activity or the workstation is relocated.

33.4. Control Measures

- In order to minimise any potential risk to health and safety of display screen operators, the following guidelines have been drawn up. It should be stressed that where the terminal is not used continuously minor faults in equipment placement or design are not crucial.
- Any potential user who suffers from photosensitive epilepsy must seek specialist medical advice before carrying out any work on a VDU
- Eye sight tests are available to main users on request
- Common tranquillisers e.g. Valium, Librium etc. affect the speed of eye movements and could compound any eye strain problems. Any potential users being prescribed such drugs should consult their doctor to see whether such work will aggravate their condition
- The display screen should be set at right angles to the viewer's line of sight and should be freely adjusted to suit the user
- Characters should be clear and easily legible, sharp and well defined, with a stable image
- Screens should be cleaned at regular intervals and free from reflected glare and reflections
- Comfortable chairs should be provided for use with VDU's that have an adjustable back rest and adjustable seat height
- Where VDU's are used in conjunction with documents (i.e. transfer information) then to enable easy reading of both viewing distances (from the eyes) should be within the range of 450mm to 550mm and should not exceed 700mm. The distance from the eyes to the screen and from the eyes to the document should be approximately equal in order to minimise changes in focus
- Text entry (regular typing) requires equal use of both hands for keying so the keyboard should be directly in front of the operator at a comfortable height and with sufficient space in front to provide support for hands and arms
- Where the user uses many documents, sufficient desk space should be made available. The desktop and equipment should have matt surfaces in order to prevent reflections and glare. Cables and wiring should not be allowed to trail over desks or across floors
- A luminance of between 300 to 500 lux is recommended since this will permit the reading of source documents without impairing screen legibility. External windows whose light is reflected from the screen should be provided with blinds in order to avoid glare

33.5 Laptops

The smaller size and design of laptop computers means that, if used wrongly, users can experience discomfort. This is because the smaller screen and keyboard encourages users to bend over, causing shoulder and neck problems. As a result it is Norland Place School policy that laptops will be used to the following guidelines:

- Wherever possible the laptop should be positioned on a firm surface, which is the right height for its use
- Users are advised to angle the computer screen to minimise reflections
- Users should ensure that there is enough space in front of the laptop to rest their wrists and forearms whilst working
- Users should take regular breaks, at least ten minutes in every hour
- If any discomfort is experienced whilst using a laptop, it must be reported immediately
- Users should not overload their laptop bag. Distribute weight as evenly as possible

34. Physical Education (PE) and After School Activities

Staff should be aware of the School's and individual staff member's personal liability for children's safety. This safety during PE and after school activities are ensured as follows:

- 34.1 A full risk assessment being carried out of any PE or after school activity
- 34.2 By the rigorous supervision of children taking part in an unaccustomed physical activity who are known to be disabled or suffering a chronic medical condition such as asthma
- 34.3 By ensuring a consent note is obtained from a parent or guardian before a child takes part in after school activities

Note: Parents may restrict a child's activity on medical grounds

35. Gym equipment

- 35.1 Children must be instructed in the correct and safe ways of using the gym equipment
- 35.2 Gym equipment must be included in the termly health and safety inspections
- 35.3 Gym equipment is inspected annually by an accredited company

36. Cancellation of Activities

- 36.1 Parents must be notified in advance if after school activities have to be cancelled. If this proves impossible, then the children must be kept in school and supervised appropriately until the time the activity would normally have finished

37 Science: please refer to separate Science Health and Safety policy

38. Out of School Travel/Off Site Activities

- 38.1 The teacher in charge of a trip must ensure that they have completed the Educational Visit & off Site Activities Risk Assessment and that the school holds a completed consent form signed by parent/guardian before taking any pupil off site
- 38.2 For any child requiring medicine during a trip please refer to Norland Place School medicine policy
- 38.3 It is a requirement that teachers take a mobile phone. There are two mobiles for use in emergency during out of school trips. Trip organisers should collect them from the Secretary's office remembering to sign for each mobile. If using their own mobile the onus is on the member of staff to notify the School Secretary prior to departure
- 38.4 A first aid kit must be taken on all school trips
- 38.5 The offsite register must be taken prior to departure

39. Security

- 39.1 The front doors of the school will be kept closed at all times when unattended by staff
- 39.2 All visitors must report to the school office situated on the second floor of 162. Any member of staff admitting a visitor should accompany them to the school office. All visitors to Norland Place School will sign/in out at the school office and wear a badge for the duration of their visit
- 39.3 If a stranger is encountered on-site and is not wearing a visitor badge, staff should politely enquire their business and escort them to the school office if appropriate. If the response or behaviour displayed gives any cause for concern then contact either the Bursar/Deputy Head or the Headmaster immediately
- 39.4 During school hours entrance to the school for visitors will be through the video entry system at 162. Staff must not allow anyone to follow them in, but should politely request that the visitor announces themselves via the video entry system
- 39.5 CCTV surveillance and recording of activity is undertaken on a 24 hour basis
- 39.6 6 hand held radios are used to coordinate security during school opening and closure. Radios are help by the Site Manager and teachers in Reception and Year 1. The Deputy Head is responsible for training relevant staff on how to use the radios and a 'Comms Check' is carried out each morning prior to opening.

40. Slips, Trips & Falls

The Workplace (Health, Safety and Welfare) Regulations 1992 stipulate that every floor, surface or traffic route in a workplace should be suitable for the purpose for which it is used, and should be properly constructed and maintained for safe usage. Additionally, the area should, so far as is reasonably practicable, be kept free from obstructions, articles or substances which may cause a person to slip, trip or fall.

41. Animals in School

- 40.1 Dogs are not permitted into the buildings except guide and hearing dogs
- 40.2 The 'no dogs' policy in all areas of the buildings shall be advertised by display of suitable notices (guide and hearing dogs excluded)
- 40.3 Plans to bring any animal into the school must be approved by the Headmaster

42. Violence to Staff

The School is aware of its responsibilities with respect to protecting its staff from acts of violence either from other staff, pupils, parents or any other visitor on the school's premises. Generally the School does not suffer from a problem regarding violence but should the situation change consideration will be given to training staff as appropriate in the correct way to react to such situations.

43. Contractors and External Staff (Clubs)

It is the responsibility of the Site Manager / Operations Officer to ensure that contractors are aware of the school's Health and Safety Policy.

It is the responsibility of contractors to ensure not only the safety of their employees, but also the safety of staff and pupils, whilst they carry out any work on site.

43.1 Other users of the school site

Any organisation or group hiring school premises for their own use hold their own fire drills at different times of the day, using the regular evacuation procedures.

Risk Assessments are available to these visiting groups prior to their arrival, so that they can make their own independent risk assessments.

44. Policy Review

The Health and Safety committee will review this policy at least annually.

Copies of the Health and Safety Policy are available on the school server.