



# HEALTH AND SAFETY POLICY

## SEVA SCHOOL

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## **Declaration of Intent**

As a responsible employer, the Trust Board of Seva School will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

The Trust Board recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

To achieve these objectives we will:

- Conduct all our activities safely and in compliance with legislation and where possible, best practice
- Provide safe working conditions and safe equipment
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them
- Provide suitable information, instruction, training and supervision
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- Promote the principles of sensible risk management
- Monitor, review and modify this policy and any arrangements as required.

All of Seva school's employees have a duty of responsibility to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

## **Organisation – Roles and Responsibilities**

### **Trust Board**

SEVA is a school whereby the Trust Board has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, pupils, visitors and contractors and the self employed. The Trust Board is responsible for:

- determining the school's/academy's health and safety policy and its implementation
- allocating sufficient funds for health and safety
- establishing clear lines of accountability for health and safety
- periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
- identifying and evaluating risks relating to possible accidents and incidents connected with Seva School
- providing access to competent health and safety advice
- ensure monitoring is in place to verify that the aims of this policy and the Covid19 risk assessment are being followed by all staff

### **Principal**

Without limiting the responsibility of the Trustees, the Principal will generally oversee the day-to-day management of safety and implementation of this policy within Seva School. The Principal will comply with Seva School's health and safety policy and in particular will:

- make familiar any documentation and/or instructions referring to the health and safety arrangements for staff, building maintenance or operation of Seva School and maintain and up to date file of policies and procedures
- work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard
- ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- liaise with the Trust Board
- ensure the provision of adequate resources to achieve compliance
- ensure that local procedures for the selection and monitoring of contractors are in place
- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures
- ensure the school/academy has access to competent health and safety advice
- Undertake monitoring to ensure this policy and the Covid19 risk assessment is being adhered to

**In addition to their statutory duties, Principals and teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.**

## **Senior Leadership Team**

The leadership team at Seva school will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Principal. Any member of staff with supervisory responsibilities will:-

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures
- ensure that all statutory registers and records are adequately kept
- ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure

## **All Staff**

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and, in addition to any specific responsibilities which may be delegated to them, in particular are required to:-

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- cooperate with their line manager and senior management to work safely,
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- support the school in embedding a positive safety culture that extends to pupils and any visitors to the site
- report breaches of this policy

## **Pupils**

All pupils are expected to behave in a manner that reflects the schools behaviour policy and in particular are expected to:-

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school
- cooperate with teaching and support staff and follow all health and safety instructions given

- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to a teacher or other member of school staff any health and safety concerns that they may have

### **Lettings**

Seva School has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the Seva School on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the Seva School that may arise from their activities

Seva School will ensure that:

- the premises are in a safe condition for the purpose of use
- health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- adequate arrangements for emergency evacuation are in place and communicated

## **Organisation - Arrangements**

The following arrangements will be adopted to ensure that the Trust Board and the Principal fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

### **Setting health and safety objectives**

The Trust Board and the Principal will specifically review progress of health and safety objectives at the termly meeting of the Trust Board. Where necessary health and safety improvements will be identified and included within the school's action plan.

### **Provision of effective health and safety training**

The Trust Board and the Principal will consider health and safety training on an annual basis in line with the school's health and training matrix focussing on mandatory training as a priority.

### **Provision of an effective joint consultative process**

The school's health and safety committee will meet at least once per term. This committee will report to the Trust Board and the Principal, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of teaching staff, a member of support staff, the site services officer and a member of the Trust Board.

### **Establishing adequate health and safety communication channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- site health and safety team
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies (including teacher and support staff unions)

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **Financial resources**

The Trust Board along with the Principal will review the school's budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### **Specialist advice/support**

Seva school will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by;

- Having a service level agreement with the Coventry City Council's Health and Safety Services.

## **Organisation - Other arrangements**

### **Accident and assaults**

All accidents, assaults, near miss incidents and occupational diseases will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet (EDIS01), will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults, near miss incidents and occupational diseases will be monitored at least termly as part of the site health and safety team; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the Trust Board.

Pupil forms/records are retained for 24 years, employee forms for seven years and forms relating to work related ill health for 7 years or longer (40 years where there has been potential exposure to radiation or asbestos; further guidance is obtained from Occupational Health).

### **Audit**

Seva School's health and safety management will be audited by Local Authority (SLA) every year. The school reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the school.

### **Contractor management**

Seva school comply with the HSE's approved code of practice '*Managing health and safety in construction - Construction (Design and Management) Regulations 2015*' (L153) relating to the management and control of contractors. The school ensures that:

- competent contractors are used
- clear specifications of works are drawn up by a competent person
- pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained.
- all staff pupils and other users of site remain in a safe environment for the duration of the works.

### **Control of hazardous substances**

Seva school comply with the HSE's approved code of practice '*Control of substances hazardous to health*' (L5) relating to the management and control of hazardous substances on site. The school will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any need for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the schools procurement systems can be used on site
- substances are stored correctly and those that are no longer used disposed of properly



- COSHH risk assessments are monitored quarterly and reviewed annually

### **Dealing with health and safety emergencies - procedures and contacts**

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Local arrangements for dealing with fatalities, missing pupils, bomb threats, other emergencies that would not be covered by the fire and emergency plan

### **Defect reporting**

Seva school has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings with is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

### **Display screen equipment (DSE)**

Seva School acknowledges that staff that use DSE should have suitable equipment for which to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The school ensures that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health
- a trained DSE assessor (SLA with LA) is available

### **Driving**

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition.

### **Electrical systems and equipment**

Seva School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in offices and other low environments*' (INDG236), by a competent contractor with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The school's defect reporting procedure is followed as required.

### **Fire safety**

The school is committed to providing a safe environment for both staff and pupils. The school manages the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost
- a detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- all staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction
- a fire drill is undertaken at least termly to practice evacuation arrangements and ensure working as expected.

### **First-aid and supporting pupils' medical needs**

Adequate first aid arrangements are assessed and maintained at the school and for all activities that the school leads. The school ensures that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary
- first Aid notices are clearly displayed around the school
- sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked
- a suitable area is available for provision of first aid
- staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency

### **Management of asbestos**

Seva school complies with the HSE's approved code of practice '*The management of asbestos in non-domestic premises*' (L127). The school is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The school has a whole site asbestos management (Type 2) survey from which a local asbestos management plan (lamp) has been developed.

A minimum six monthly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the schools lamp. Where necessary more frequent checks of ACMs are undertaken.

Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment and demolition (Type 3) survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

### **Moving and handling**

Seva School complies with the HSE's approved code of practice '*Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*).

Within Seva School there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The school manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

### **Occupational health services and work-related stress**

Seva School acknowledges that there are many factors both works related and personal that may contribute to staff ill health including stress.

The school will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HS(G) 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Principal or another member of the senior leadership team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g., counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Principal will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

### **Off-site visits including school-led adventure activities**

Seva School adopts the National Guidance for the Management of Off-site visits and LOtC activities. A school specific Educational Visits Policy details local arrangements.

### **Risk assessment**

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Within the school various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically on the staff shared area (Q: drive).

### **School security**

Seva School has a site security policy in place; this will be reviewed and updated on a regular basis or as necessary.

## **Statutory Inspections**

Seva School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the health and safety committee to ensure on track.

## **Preventing workplace harassment and violence**

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site-specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

### **Staff are advised to:**

- avoid confrontation if possible
- withdraw from situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- follow measures/ procedures identified in violence and assaults risk assessment
- contact emergency services, as appropriate.
- inform the Principal or a member of the senior management team if confrontation has taken place

### **Seva School will:**

- Principal or member of the senior management team to attend site on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provision of training on how to manage conflict and aggression as required
- review the violence and assaults risk assessment following any incident.

## **Water hygiene management**

The school will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

The school will:

- employ an external person with relevant knowledge (SLA With LA) and competence to obtain initial advice on any necessary actions
- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid
- employ a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- ensure regular flushing of outlets is completed by a competent individual
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

## **Working at height**

The school will follow the principles of the HSE guidance '*The Work at Height Regulations 2005 (as amended) A brief guide*' (INDG401). Seva School use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks. The school ensures that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected annually
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

### **Workplace inspections**

Seva School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the school's defect reporting procedure.

### **Monitoring and review**

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Trust Body and the Principal on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school will use different types of systems to measure health and safety performance:

#### **Active monitoring systems**

- spot checks and termly site inspections will be undertaken
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

#### **Reactive monitoring systems**

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

#### **Reporting and response systems**

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken

- health and safety committee, Trust Board and Senior Leadership team will all receive and consider reports on health and safety performance

### **Investigation systems**

- prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

### **Third Party Monitoring/ Inspection**

The school will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the school/academy action plan with appropriate target dates for completion.