

# **KHALSA SECONDARY ACADEMY STAFF POLICIES**

## **Health and Safety Policy (S08)**

<b>DATE APPROVED:</b>	<b>July 2013</b>
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<b>APPROVED BY:</b>	<b>Full GB</b>

### **General Statement**

The Governing body recognise and accept their responsibility as employers for providing, so far as is reasonably practicable, work places and work practices which are safe and healthy for employees, for pupils and for visitors including contractors.

Particular care will be taken to provide and maintain:

- Safe places of work with safe access and egress
- Safe plant, equipment and systems of work
- Proper arrangements for the use, handling, storage and transport of articles and substances
- Information, instruction, training and supervision for safety
- A safe and healthy working environment throughout.

Without detracting from the primary responsibility of the principal for ensuring health and safety, the trustees/governors/Governing body will provide competent technical advice and additional resources if required.

The principal is expected to report to governors/Governing body at least termly on all significant health and safety matters and as and when there is a major incident.

The governors/Governing body will ensure appropriate communication with employees and committee arrangements for the consideration of health and safety matters.

Employees need to be mindful of their duties to take care of their own health and safety and that of other employees, pupils and other persons who might be affected by their work activities and the duty to co-operate with the employer to ensure good safety management.

Details of the management organisation for health and safety and arrangements for implementing the policy are to be found in parts B and C of the full document.

The policy will be reviewed as and when necessary and copy of this statement is issued to all employees

## **Part A. Health & Safety Policy - Organisation**

### **Organisation for Health & Safety Management**

#### **Management Responsibility for Safety**

As Principal I am responsible for ensuring compliance with this health and safety policy and my responsibilities are set out in Annex I which follows at the end of this part. A number of duties connected with my responsibilities are delegated to others. The following paragraphs describe the delegations and other arrangements which have been made. All those with health and safety duties will be provided with sufficient time to undertake their duties.

Each manager, head of department and supervisor is responsible for ensuring in accordance with the law the health and safety of employees, pupils and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the duties connected with the responsibilities listed in Annex I [**sections B, C, D, E, F, G and H**] are delegated to these persons.

Similarly, in the areas listed below, the persons named have overall responsibility for safety:

**Business Manager**, in conjunction with: Duty Staff/SLT (break time, lunches, before and after school sessions), - responsibility for circulation areas, main hall, sports, and general teaching areas, dining areas, playgrounds, access to and from sites.

**Premises Staff** – Premises (internal and external) Roadways, fields, control of contractors, maintenance of fire safety plans and safety of plant.

Business Manager and the Asset and Premises Manager is responsible for duty [I].

The Business Manager in collaboration with the appropriate manager, head of department or supervisor are responsible for duties [E], [J] and [K].

The Business Manager and Asset and Premises Manager are responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments.

Fire Safety Management and duties [L] are the responsibility of Business Manager and Asset and Premises Manager who have authority and powers of sanction to ensure that satisfactory standards of fire safety are maintained.

The following employees have responsibility to ensure compliance with the policy as it applies to their special function:

Educational Visits Coordinator – Senior Admin Officer Support Services, overviewed by Business Manager

Radiation Protection Officer – Lead teacher of Science, assisted by Senior Science Technician.

Legionella risk assessment and control – Site and Premises manager assisted

Mini Bus transportation – Site and premises manager assisted by premises team (later conduct weekly checks, mot, servicing)

Staff Cover/ Business Continuity – Cover supervisor to ensure communication with Principal

Accident and Near Miss reports should be communicated to the Site and Premises Manager at the earliest opportunity in order that investigations and relevant paperwork can be completed, see below.

All those with management responsibility should notify the Site and Premises Manager and the Business Manager and any other persons affected of any planned, new or recently identified significant risks in their areas and also of the control measures needed and should report to me any significant breach of safety arrangements.

### **Advisory Responsibility for Safety**

The health and safety coordinator, Business Manager, is responsible in particular for the duties in Annex II and for advising me and those with delegated duties on the measures needed to comply with the policy, co-ordinating any advice given by specialist safety advisors and those with enforcement powers, monitoring health and safety and reporting back to me.

Oxford Safety and Risk Management provide consultancy safety advice and provide the radiation protection advisor.

Swindon Commercial Services (SCS) provide safety advice and MIDAS training for the minibus. (provider reviewed annually)

### **Safety Committee**

The Chair of the ICT and Premises subcommittee Governors will chair the meetings of the safety committee which will meet each term. The members are the Principal, a representative of the board of Governors, the Business Manager and the Site and Premises manager. Heads of departments –from science, sports, drama, art and technology may have significant contributions to make, and will attend as identified on the agenda.

Termly H&S meetings are held by the Principal with all the union representatives for both the teaching and support staff unions.

The purposes of the Committee are to consult with governing body, senior manager and employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports; to monitor progress, for instance on recommendations from an authoritative source; to monitor the effective implementation of the health and safety policy within the school and annually update the contents of the safety policy. Recommendations for the agenda are listed at Annex III.

Detailed minutes must be kept and a set of minutes must be forwarded to the Chair of Governors within seven days of each meeting.

### **First Aid**

The persons responsible for providing first aid are held on a list by the Business Manager and displayed in areas around the building, the Business manager Site retains the training records and arranges for updates

to training as required. The 'senior' first aider is responsible for checking the first aid facilities (usually first aid kits and eye wash stations) at least termly.

### **Accident Reporting**

All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the forms to the Business Manager. Notification to the enforcing authority at the HSE Incident Contact Centre at [www.hse.gov.uk/contact/index.htm](http://www.hse.gov.uk/contact/index.htm) is the responsibility of Site and Premises Manager in consultation with the Business Manager.

*Consultation with Employees.*

Employees who wish to consult their representatives should contact Curriculum leaders or Business Manager.

### **Individual Responsibility**

All employees, all pupils and all other persons entering onto school premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that the visitors adhere to the appropriate requirements of this health and safety policy.

Each individual must:

1. Make sure that work is carried out in accordance with this policy, procedures and risk assessments
2. Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provide
3. Adhere to training and instructions
4. Inform their immediate line manager, head of department or supervisor of any new hazards identified
5. Give their visitors (including contractors) a named contact with whom to liaise
6. Offer any advice and suggestions that they think may improve health and safety
7. Report all accidents, ill health, fires, incidents and defects as soon as practicable
8. Be familiar with the location of fire alarm points, fire escape routes, fire procedures and fire fighting equipment
9. If in doubt about any safety matter consult their line manager, the Safety Co-ordinator, or if necessary, me.

### **Specific Management Arrangements**

The following areas/activities present identified risks:

**Control of Contractors** – documentation held in Business Manager office

**Health and Safety Procedures** – see attached list of procedures, documentation for these held in Business Mangers Office

**Safe Systems of Work** – see attached for list of systems covered, documentation for these is held in Business Manager office

**COSHH data and information sheets** – documentation held in the various area of use ie: cleaners, science and DT departments

**High Risk Departments** – all departments are developing departmental handbooks and risk assessments for these areas are held within the faculty.

**Rules and Arrangements for the use of Transportation** can be gained from the Site and Premises Manager.

## **Annex I (Principals Responsibility)**

It is my responsibility directly or through delegation as detailed previously and in accordance with the law to:

- A Ensure compliance with this health and safety policy in each and every respect, to ensure that the necessary resources for implementation are available and to report to governors at least annually
- B Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils and for visitors including contractors
- C Assess risks and commit assessments to writing
- D Ensure that work is safe and without risks to health
- E Ensure that information, training and instruction is provided
- F Provide occupational health surveillance
- G Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires
- H Post warning signs and notices
- I Appoint first aid personnel and have first aid provision checked regularly
- J Ensure that the conditions of licences are observed
- K Ensure the safe disposal of hazardous wastes
- L Ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular to:
  - Produce an emergency fire plan
  - Be responsible for fire safety training
  - Arrange practice fire drills

- Check that any close down procedures are followed
- Check the adequacy of fire-fighting equipment and ensure its regular maintenance
- Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
- Ensure that fire detection, alarm and emergency lighting systems are maintained and tested
- Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
- Keep relevant records
- Include fire safety in the regular health and safety reports to the governors.

## **Annex II**

### **The duties of the Health and Safety Coordinator are to:**

- A Be familiar with the contents of the policy and ensure that the policy is readily available to all employees
- B Ensure that the statement of safety organization is reviewed annually, that a copy is provided for the Principal early in each academic year and that a copy plus the synopsis is emailed to all employees early in each academic year.
- C Together with others, identify health and safety training needs and co-ordinate as necessary. A training needs survey should be carried out annually.
- D Monitor that managers, heads of department and supervisors prepare and review local codes, prepare and review risk assessments and carry out thorough examinations, test and inspections. (See Annual Checklists at Appendix)
- E Monitor the formal defect reporting procedure
- F Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE
- G Liaise with head office/HSE/EHO/Fire Service/other as appropriate
- H Ensure there is a clerk to the school health and safety committee

## **Annex III**

### **Recommended items for agendas of safety committee meetings**

- Minutes of last meeting
- Matters arising

- Accidents/incidents/ill health/serious defects since last meeting
- Matters raised by employees/others
- Policy compliance, recommendations of consultants/others – progress report
- Any other business
- Date of next meeting.

## **Animals in the Academy Guidelines**

This policy should be read in conjunction with the Health and Safety policy.

Occasionally animals may be brought into the Academy. The teacher concerned must assume responsibility for both the welfare of their class, regarding safety, hygiene and the welfare of the animals.

### **Legal Requirements**

Under the legislation governing the welfare of animals in this country, small mammals must be kept and treated in such a way that there is never any interference with the normal conditions of their care. This means that the mammals must be housed correctly, cleaned out regularly and have constant access to supplies of clean food and water at all times. Any treatment or experiment which involves a restriction of the diet in any way will therefore contravene the requirement of 'normal well-being' and must not be attempted. For example, motivating mammals in learning investigations by even slight reductions in their diet is illegal in schools and colleges, as are tests on feeding preferences which involve anything other than a range of natural and manufactured rodent foods. All other experiments on small mammals in which they are ill-treated in any way are, of course, forbidden.

It is also forbidden to bring any **primates and any mammals caught in the wild** into a school. The only recommended pets are rodents and rabbits.

### **Aims**

Pets can only be brought onto the premises/classroom for the following:

- To assist the development of observation and investigatory skills;
- To stimulate an interest in the natural world;
- To promote greater responsibility through caring for a pet;
- To increase knowledge and understanding of animal needs;
- To develop greater awareness of the necessity for sensitive collection and care of living things;
- To meet children's emotional needs, especially those children who find mixing with others difficult, through the handling and care of a pet;
- Through the inevitable death of pets to assist children to cope with bereavement in a natural not manufactured situation and grasp an appreciation of the finite life span of all animals.

### **Action Taken by Staff Responsible**

#### *Accommodation*

Ensure that living conditions are adequate to meet pets' needs.

Rabbit – a large enough hutch for the rabbit to be able to lay at full stretch, allowing some movement. To allow total well being of body and mind, a secured space should be provided in the form of a run, this should cover a minimum of 4 sq metres but preferably should be larger.

*Fish* – provide a tank large enough for the number of fish kept.

### **Hygiene**



*Rabbit* – The hutch and run should be cleaned out regularly, a minimum of once per week but preferably more frequently conditioned on the amount of droppings.

*Fish* – Regularly clean the filter in the tank ensuring clean well oxygenated water.

## **Resources**

Food and water should be given on a daily basis. It is essential to have a variety of foods, fresh greens, hay and commercial dried foods. By observing the food left in the bowl or hutch it is easy to establish the animals likes and dislikes. Once this has been established it is cost effective to take note of the preferences and purchase the food preferred, this ensures minimal waste. Bedding materials will need to be purchased such as straw or sawdust. It is important that all food and bedding materials is stored correctly, all dried good should be kept in a container to reduce the risk of encouraging wild rodents into the Academy, likewise bedding materials should be stored in a polythene bag secured at the top.

Fish should be fed regularly.

## **Health**

All pets should be registered with a veterinary surgery and it is a good practice to have your pet checked by the vet annually.

## **Handling**

It is very important that the pet is handled correctly, in the case of a rabbit the most comfortable way to pick up this animal is by cradling it in the arms like a baby (never hold a rabbit by the ears). If the rabbit is to be carried any distance it should be placed on the carrier's chest and held with one hand under the rabbit's hind quarters and the other over its back.

It is not wise for children to lift and carry a large rabbit as a frightened rabbit can injure a child with its powerful hind legs and sturdy claws. A rabbit is likely to injure itself as it leaps and it has been known for a rabbit to break its back as it twists trying to escape.

Most rabbits are, however, perfectly happy to be stroked but it is important that children are taught to do this gently and in the direction of head to tail. Whoever handles pets should always wash their hand thoroughly before and after handling. Anyone with an open cut on the hands, with infected cuts, or suffering from any infection should not handle the animals or come into contact with them.

Fish should not be handled but netted if the need arises to transfer them from their tank.

## **Holiday Care**

During the holiday times, it is essential for appropriate arrangements to be made for any pets. They can be left in the Academy providing someone agrees and can be relied on to tend them on a daily basis. From the animal's point of view it would be good for people with whom it is familiar to take on this task if possible.

In the case of fish it is best to attend to them weekly in the Academy. They can be fed by using a slow-to-dissolve food block.

If animals are to be sent home with pupils or other people the following conditions must be satisfied:

- The animals will be looked after as well as usual;
- Whoever is caring for the animals must have all the necessary information, equipment, food, skills etc;
- Parents must have been informed and their consent obtained;
- The Academy's mammals will not be able to come into contact with pet animals (cats, dogs, rodents or other mammals);
- The small mammals cannot come into contact with wild rodents (mice, rats etc) while off the Academy premises;
- Colonies of mammals are always kept together, never split up to be sent home with different people and later re-established.

## **Health and Safety Requirements**

**Good Stock -** To safeguard the health and safety of pupils and staff, ensuring minimal risk of diseases being transmitted from mammals kept in the Academy, it is important that animals are obtained from accredited or high-quality sources.

**Healthy Stock -** In order to keep animals disease free they must be kept very clean and have no contact with other mammals.

Fish should not be over stocked thus creating cramped conditions in the tank.

**Parasites -** If food has become infested with beetles or moths these animals may be eaten by the mammal thus raising the possibility that adult tapeworms, transmitted by the insects, will then infest the mammals. Eggs from these infested mammals could be picked up by humans from the animal's droppings and contaminated litter. If digested it can produce a similar tapeworm infestation in the human body.

**Infested Schools -** If the Academy premises are infested with wild rodents, small mammals should not be kept in the Academy as their health status cannot be guaranteed.

**Allergies -** Be aware of the possibility of allergies among pupils and staff. The skin, ears or nose may be affected after handling/cleaning the animals or there may be breathing

difficulties. When allergies are identified the affected person should avoid all further contact with the animal.

**Protection -** It is a sensible precaution to ensure that people who regularly look after the Academy mammals are fully immunised against tetanus.

**Cuts or Bites -** If a person is cut or bitten whilst handling or cleaning a mammal's cage/hutch, encourage bleeding (if not already profuse) by getting the person to squeeze the skin to help clean wound (do not such wound). Then clean with salt water and apply a plaster/bandage. Monitor the person for unexplained reactions, if symptoms develop seek medical advice immediately. The most senior member of staff must be informed immediately if a child is injured. Parents must be informed. Accident forms must be completed.

**Injured Animals -** Should children bring into the Academy any injured mammals they have found, it is essential that these animals are treated humanely but one must guard against any risk of disease or parasite transmission. Whilst on Academy premises animals should be isolated from any other Academy pets and kept in quiet, dimly-lit conditions. They should be handled as little as possible with due regard for safety and hygiene. If injuries warrant the animals to be treated or killed they should be taken to a vet or animal welfare clinic immediately.

**Hatching Eggs -** Most years at least one class hatch eggs using the Academy incubator. The incubator should be checked before use to make sure it is clean and the temperature gauge is working. Children should be discouraged from touching the thermometer and switches. It is advisable to have the incubator near to a plug so that the lead cannot be tripped over. Spraying and general care of the eggs can be carried out by the children under adult supervision. When the eggs hatch and the birds are in the brooding pen, children should be reminded not to touch the bulbs and wash hands after touching the birds.

The birds should be returned to the farm within 2 – 3 weeks of hatching. Disposal of waste should be directly into an outside bin. Incubator and brooding pens should be cleaned with disinfectant and stored away. This section should be read in conjunction with the leaflet in the incubator box.

**Tadpoles/Frogs -** Some classes each year hatch frogs from tadpoles or spawn. Only a small amount of spawn should be kept in a goldfish bowl. Fish food and later raw meat can be given to the tadpoles. Raw meat should not be left in the water too long as it makes the water stagnate. Frogs will need a stone to sit on and a cover to stop them jumping out. Frogs/tadpoles or spawn should be returned to the pond that they were collected from.

## **Appendix 2 – Food Hygiene Guidelines**

The following guidelines refer to food prepared by children as part of their curriculum or by staff for child consumption, other than at lunchtimes.

*“We all need to eat and drink to stay alive, so it is important that our food does not harm us in any way. People whose work involves food have special responsibilities for safeguarding the health of consumers. They must ensure that the food they handle does not cause illness, injury or any other problem.”* Food Safety First Principles – Chartered Institute of Environmental Health.

### **Aims**

- To ensure food is prepared in line with basic hygiene regulations for child consumption.
- To train children in good hygiene procedures when preparing food.

### **Food Preparation Rules/Procedures**

The following rules/procedures should be adhered to when adults are preparing food for child consumption or when children are engaged in curricular activities involving food preparation: The academy will make available training and certification for those staff who regularly engage in the preparation and handling of food

- Hands should be washed under running water using anti-bacterial soap;
- A nailbrush should be used, watches removed and rings should be covered when preparing dough or other similar food requiring kneading;
- Long hair should be tied back;
- Clean aprons should be worn;
- Anti-bacterial spray should be used on a designated wipeable cooking cloth just prior to use and the surface on which it is placed;
- A designated cleaning cloth should be used for cleaning surfaces and replaced at least weekly;
- A dishwasher should be used to clean cooking and eating equipment wherever possible, otherwise equipment should be sterilised and drained;
- Where tea towels are used these should be changed after each lesson or as appropriate daily;
- Food should be stored in sealed, and dated airtight containers;
- Food waste should be disposed of in a separate pedal bin with a bin liner;
- Hands must be washed after touching a bin;
- Food should not be left out for more than four hours prior to eating;
- Fridges need to be wiped out weekly and raw meat stored in a separate sealed container at the bottom of the fridge;
- Fridges need to be kept at below 8°C and preferably below 5 °C;
- Freezer compartments should be kept at -18 °C;
- Staff may prepare food at home for child consumption as long as the same rules and procedures are followed;
- No food brought in by parents should be served to children unless it is commercially produced in sealed packaging and within its use by date.