

# HEALTH & SAFETY POLICY

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## 1. Purpose

- 1.1 The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to Jigsaw CABAS® School. Stakeholders need to know that every measure will be taken to keep our pupils safe.
- 1.2 We believe that the prevention of accidents and hazards is a key responsibility for every member of Jigsaw CABAS® School community.
- 1.3 All staff, pupils and their representatives, school governors will contribute to this policy. The policy is based on guidance from the DfE (formally the DCSF) and the Health and Safety Executive (HSE).

## 2. Definitions

- 2.1 “The Trust” means Jigsaw School, Jigsaw Plus, Jigsaw Trust and Jigsaw Trading 2013 Limited (Café on the Park)
- 2.2 “The school” and “Jigsaw School” means Jigsaw CABAS® School
- 2.3 “CABAS®” is an acronym for Comprehensive Application of Behaviour Analysis to Schooling.
- 2.4 ‘Staff’ or ‘Staff member’ refers to employees, bank workers and volunteers.
- 2.5 An “accident” is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.
- 2.6 An “incident” (including near-miss) is defined as something which happened that could have been dangerous, actions deemed as unwanted behaviour, an action which could cause damage, loss or injury. Some examples are:
  - Loss of amenities.
  - Behaviour by a pupil that challenges.
  - A stranger trying to gain access to the building.
  - An un-witnessed injury.

## 3. Scope

- 3.1 This policy applies to all staff, pupils and parents, governors, visitors, volunteers, contractors, work experience participants and other stakeholders.

## 4. The Policy

- 4.1 Jigsaw CABAS® School is committed to establishing and implementing arrangements which will ensure that staff, pupils and others who may be affected by our undertaking, will be safeguarded when on its premises or engaged in offsite activities and that the premises for which Jigsaw CABAS® School is responsible are safe for all.
- 4.2 Jigsaw CABAS® School aims to:
  - provide adequate control of health and safety risks arising from our activities

- consult with employees on all matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe use, handling and storage of substances
- provide information, instruction and supervision for staff
- ensure all staff are competent to carry out their tasks and to provide adequate training
- prevent incidents and cases of work related ill health
- maintain safe and health working conditions
- review and revise this policy as necessary at regular intervals, or at least on an annual basis
- provide sufficient resources to fulfil the requirements of this policy

## **5. Risk Assessment (See Separate Policy)**

## **6. Accidents & Incidents**

### **6.1 Reducing Risks**

6.1.1 We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- Ensuring that the premises are regularly checked and used properly.
- Training staff and, as far as possible, the pupils to be aware of hazards.
- Encouraging staff and pupils to care about their environment and their colleagues.
- Training staff to identify and report hazards and risks and encourage pupils to do the same.
- Appointing a health and safety officer to oversee all health and safety issues.

6.1.2 All accidents and incidents are recorded and reviewed to see if anything can be done to prevent the accident/incident happening again.

6.1.3 A First Aid Record is kept by the Health and Safety Manager in order to monitor and report accident/injury trends to the School Management Team and the Governors.

### **6.2 Serious injury or death and how to deal with these events**

6.2.1 Jigsaw CABAS® School will notify Ofsted and local child protection/safeguarding children agencies of any serious accident or injury to, or serious illness of, or death of, any child whilst in their care, and act on any advice given.

6.2.2 We would consider a serious incident to be defined by the guidance contained in 'Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) 1995 – (amended 2012).

6.2.3 We would make the notification as soon as is reasonably practical, but within 14 days of the incident occurring.

6.2.4 We would also notify the local child protection agency and act on any advice given.

6.2.5 We would always follow our accident procedures in any accident or injury.

### **6.3 Requirements for recording incidents:**

6.3.1 All accidents and incidents are recorded in accordance with the Accident & Incident Reporting Procedures.

6.3.2 Jigsaw CABAS® School as an employer has a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (amended 2012) to report certain serious injuries, diseases, and dangerous occurrences directly to the Health and Safety Executive.

6.3.3 The Health & Safety Officer must be informed promptly of all accidents, incidences or injuries. Any injury, which results in unfitness for work for more than seven days, is also reportable.

6.3.4 The Accident & Incident Procedure details which events are reportable under RIDDOR.

- Date, time and place of incident
- Name of the injured person
- Details of the injury
- What First Aid was given
- What happened to the person initially
- What happened to the person afterwards, (*i.e. Went home, Resumed duties, Went back to class, or Went to hospital*)
- Name & signature of the first aider or person dealing with the incident

6.3.5 See Accident & Incident Procedures for further information.

## **7. First Aid**

7.1 Current regulations define two levels of certification – a First Aider at Work (FAW) who has completed a three day training session and an Emergency First Aider at Work (EFAW) who has completed a one day training session.

7.2 Jigsaw CABAS® School appoints and maintains suitable and sufficient number of FAWs and EFAWs to meet the school's and regulatory needs.

7.3 Staff training will occur at regular intervals to update qualifications.

7.4 There is always a first aider on site at all times, who will deal with minor injuries. Due to the high level of trained EFAW and FAW, the possibility of having no cover would be minimal. In the highly remote instance where an inadequate number of First Aid trained staff are available, the SMT would make decisions on what appropriate actions to take.

7.5 First aid boxes are available at every site and in all company vehicles and portable first aid kits are carried by staff making offsite trips.

- 7.6 All first aid kits are checked weekly by Admin and a record is kept on the Operations Drive on the server.
- 7.7 Emergency first aid will be provided by a qualified first aider when one is present.
- 7.8 Jigsaw CABAS® School will notify parents and/or primary carers of any injury (especially head injuries) sustained by a pupil.
- 7.9 Jigsaw CABAS® School will ensure that staff are kept up to date with new developments and resources.

## **8. Medication**

### **8.1 Medication for pupils (see Managing and Administering medication in School policy)**

- 8.1.1 Staff are responsible for ensuring all medicines (prescription or non-prescription) brought on site are securely stored at all times (the medicine cabinets are in the Administration Office, the Medical Room and the Supervisors Office) and are NOT to be taken into any teaching areas, unless for administration to a pupil. Additionally, all medicines MUST be clearly marked with the individual's name. Any breach of this requirement may lead to disciplinary action.

### **8.2 Staff Medication**

- 8.2.1 Staff bringing their own medication into Jigsaw CABAS® School must store it securely in their personal lockers, locked pedestal drawer, or in an envelope clearly marked with their name in the site's Medication Cabinet.
- 8.2.2 They may not carry medication on their person whilst onsite at Jigsaw CABAS® School unless it is a prescribed emergency medication e.g. a nebuliser or auto injector, and has been authorised in advance by the School Management Team.
- 8.2.3 When taking medication during the day, staff must use the Staff Room, Medical Room or Office to ensure privacy and to reduce the risk of exposing their medication to pupils or clients.

## **9. Hygiene & Infectious Disease Control**

- 9.1 Jigsaw CABAS® School promotes a high standard of health and hygiene in its day-to-day work with children and adults.
- 9.2 Routine cleaning of premises is undertaken by a nominated external contractor who is responsible for maintaining their own compliance with all relevant Health & Safety legislation and requirements.
- 9.3 To prevent the spread of infection, staff will ensure that the good practices outlined in the Hygiene and Infectious Disease Control Procedures are observed.
- 9.4 Jigsaw CABAS® School will observe current legislation regarding food hygiene, registration and training.
- 9.5 See Hygiene & Infectious Disease Control Procedures for further information.

## **10. Maintenance & Repair**

- 10.1 The day to day responsibility for minor maintenance and repairs falls to the Facilities department. Routine checks are in place to include buildings, ancillary equipment and vehicles.
- 10.2 Facilities will respond, as soon as practical, to all reported incidents and where immediate repair is not possible the area will be made safe.
- 10.3 Reports of unsafe items or building infrastructure may be made directly to Facilities. Routine statutory and ongoing major maintenance will be scheduled as required.
- 10.4 Specialised works e.g. electrical repairs may require the use of external contractors who will be authorised to work on site by the Health & Safety Manager (see Site Access and Security Policy).
- 10.5 Works subject to 'Permit to Work' e.g. Hot Works will require the issue of a permit from the Health & Safety Officer.

## **11. Sharps & Blades**

- 11.1 We believe sharps, blades, needles and syringes present a potential health and safety risk to pupils, staff and to others who use the School's sites. We have a duty to ensure that every effort is made for the safe management of sharps, blades, needles and syringes and that a safe procedure is in place to assist in the prevention of needle stick injuries.
- 11.2 We have a duty to make all staff aware that there is a risk of infection should they receive an injury when attempting to handle certain hazardous items. All discovered sharps, blades, needles and syringes will be removed to a safe and secure place prior to disposal.
- 11.3 Jigsaw CABAS® School will ensure that every effort is made for the safe management of sharps, blades, needles and syringes.
- 11.4 Jigsaw CABAS® School has a specific 'Procedures for the use of Sharp Knives and Blades'.
- 11.5 Jigsaw CABAS® School will ensure compliance with all relevant legislation connected to this policy.

## **12. Safe Handling and Use of Substances (COSHH)**

### **12.1 General**

- 12.1.1 The Health & Safety Manager will be responsible for identifying all substances which require an assessment.
- 12.1.2 Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought in to use on site unless a documented COSHH assessment has been undertaken by the Health & Safety Manager.
- 12.1.3 Assessments will be reviewed every year, when a different product is required or when the work activity changes, whichever is soonest.
- 12.1.4 A Material Safety Data (MSDS) sheet to accompany any new product which is to be used on site. These are to be kept in the COSHH file in the Admin Office and shared with appropriate personnel

- 12.1.5 Hazardous substances in use at Jigsaw CABAS® School, storage and the control measures are to be found in the COSHH File in the Admin Office.
- 12.1.6 When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.
- 12.1.7 Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.
- 12.1.8 All hazardous substances are to be stored in the appropriate storage when not in use which is the cleaning stores in each building, which are to remain locked at all times.
- 12.1.9 It is important to ensure that all hazardous substances, including body fluids and blood, whether infected or not, are handled and disposed of safely using the appropriate system.

## **12.2 Asbestos**

- 12.2.1 All buildings have been certified as free from asbestos by the landlord.
- 12.2.2 Any item suspected of containing asbestos must be reported immediate to Facilities
- 12.2.3 If required, an Asbestos Management Plan will be completed and notified to relevant staff

## **13. Personal Security**

- 13.1 Staff working away from Jigsaw CABAS® School must take the following precautions:
- ensure you notify your destination to your line manager;
  - contact your line manager on arrival, if appropriate;
  - do not carry laptop PCs, mobile phones or other valuables in a manner that may draw attention.
- 13.2 In the event that someone attempts to take equipment from you, or from the premises, do not resist.
- 13.3 See separate Lone Working Policy

## **14. Emergency Closure of Jigsaw CABAS® School**

- 14.1 The School Management Team has responsibility for deciding on the emergency closure of Jigsaw CABAS® School, for example in the event of loss of electricity/water/heat or severe weather.
- 14.2 Every effort will be made to contact staff, pupils and their parents/primary carers before normal opening hours. This may be done via email or text via Clarion Call.

## **15. Electricity at Work**

- 15.1 Equipment must be used for its intended purpose only.
- 15.2 The condition of plugs and leads on electric items are routinely PAT checked.
- 15.3 There are various chargers, fans etc. available which are poor quality and from questionable sources which can be plugged into the USB connections on laptops, PC's and

mains supply. There are reports of overheating and several small fires caused by the use of these items.

- 15.4 Personal devices are not allowed onto Jigsaw CABAS® School premises without the permission of the Health & Safety Manager.
- 15.5 Additionally, second hand equipment and all personal electrical appliances (including laptops, phone and laptop chargers) may not be used until PAT checked.
- 15.6 Any faults should be reported immediately to the Health & Safety Manager and recorded. The faulty appliance is not to be used until it has been repaired.
- 15.7 It is important that all electrical/gas appliances are switched off correctly and that staff ensure that their hands are DRY before touching electrical switches.
- 15.8 No person may use any electrical or gas appliance before proper instruction and training is given.

## **16. People Moving & Handling**

- 16.1 Staff are to avoid manual handling whenever possible. Obtain assistance before attempting any manual handling task. Staff receive handouts regarding correct posture and safe lifting techniques. Onsite OT (Occupational Therapy) staff can offer advice and guidance.
- 16.2 We understand that manual handling is the movement of a load (inanimate objects as well as pupils/clients) by means of bodily force which includes lifting, supporting, carrying, putting down, pushing and pulling.
- 16.3 We have a duty under the Manual Handling Regulations 1998 to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying by staff.
- 16.4 We endeavour to reduce risk to staff by undertaking risk assessments, having in place lifting aids and a workplace environment that has been ergonomically designed.
- 16.5 We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.
- 16.6 To reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying by staff.
- 16.7 To ensure compliance with all relevant legislation connected to this policy.

## **17. Lifting Operations & Lifting Equipment (LOLER)**

- 17.1 All equipment identified as being used for 'lifting' within the Lifting Operations & Lifting Equipment Regulations is subject to examination as required.
- 17.2 Records of Thorough Examination will be maintained by the Health and Safety Manager.

## **18. Working at Height**

- 18.1 In general, there is no requirement (excepting Facilities and IT) to carry out any 'work at height' and staff are instructed to comply with this requirement

- 18.2 Work at height is risk assessed to ensure that falls from height are prevented and that should a fall occur that the distance and consequence of a fall are minimised by providing suitable work equipment or other measures

## **19. Traffic Movements**

- 19.1 All pupils arrive on site either by taxi or transported by parents/carers. No pupils arrive on foot or by public transport.
- 19.2 Areas around the premises are subject to traffic movements by other vehicles using Dunsfold Park.
- 19.3 The arrival and departure of pupils is closely monitored by staff and all vehicles are required to adhere to strict procedures.
- 19.4 Designated parking areas are provided to staff and visitors.

## **20. Display Screen Equipment (DSE)**

- 20.1 Staff will be given information and guidance in the setting up and use of DSE.
- 20.2 Risk assessments will be carried out for employees with 'significant and habitual' use of DSE.
- 20.3 Staff designated as users are entitled to an eye and eyesight test, the cost of which will be borne by Jigsaw CABAS® School. If staff are required to have corrective appliances **specifically for use with DSE**, the company will bear the basic cost. Foot and wrist rests will be provided as necessary.

## **21. Provision & Use of Work Equipment (PUWER)**

- 21.1 The Facilities Manager will be responsible for identifying all equipment needing maintenance and for ensuring maintenance procedures are drawn up.
- 21.2 The Facilities Manger will be responsible for ensuring that all identified maintenance is implemented and recorded and that all equipment requiring external testing and certification is tested according to regulation and a record kept.
- 21.3 Any problems found with plant/equipment should be reported to Facilities Department.
- 21.4 Facilities Manager will check that any new plant/equipment meets health & safety standards before it is purchased.

## **22. Noise**

- 22.1 Noise has been described as unwanted sound, which may be distracting, annoying or cause physical damage to the body (e.g. temporary or permanent hearing damage).
- 22.2 "Noisy" areas, work activities or processes where there is likely to be risk from noise exposure must be assessed by a competent person. The findings of the assessment should be compared to the action and exposure limits
- 22.3 Examples of areas and work activities that may require assessment include woodworking and other machinery workshops, print-rooms, boiler rooms etc.

- 22.4 An assessment will also be required where noise becomes intrusive for most of the working day, for example where a vacuum cleaner runs continuously throughout the day, or where employees have to raise their voices to hold a normal conversation 2m away from each other
- 22.5 In many cases noise measurements will not be necessary and sufficient information about noise emissions may be obtained from equipment manufacturers and suppliers.
- 22.6 If the assessor is satisfied that noise levels are below the first action value of 80dB(A) then this should be recorded. No further action is required other than to ensure that there are no changes to the area, process or activity, or to take action if changes do arise.

### **23. Personal Protective Equipment (PPE)**

- 23.1 Personal Protective Equipment (PPE) is provided free of charge to all employees as identified by either risk assessment or COSHH assessment.
- 23.2 Individual employees are required to wear PPE at all times where the requirement has been identified.
- 23.3 Information, instruction and training will be provided to employees.
- 23.4 Employees have a legal duty to wear PPE as specified in specific site rules and failure to comply is considered as a disciplinary matter.
- 23.5 Defects or malfunctions of PPE must be reported to the School Management Team or Health and Safety Manager.

### **24. Responsibilities as Client / Contractors under CDM 2015**

- 24.1 Jigsaw Trust will plan, manage and monitor construction work under their control so that it is carried out without risk to health and safety so far as is reasonably practicable.
- 24.2 For projects involving more than one contractor, Jigsaw Trust will co-ordinate their activities with others in the project team, in particular, comply with directions given to them by the Principal Designer or Principal Contractor.
- 24.3 Where Jigsaw Trust are the only contractor on site, Jigsaw Trust must take into account the principles of prevention, estimate the time required to complete the project and draw up the construction phase plan.
- 24.4 Where it is not possible to avoid the hazards, pass on the information in relation to the residual risk to the Principal Contractor or Principal Designer.
- 24.5 Appoint workers who have, or are in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks that have been allocated.
- 24.6 To promote safe working methods by providing detailed information and instruction to all employees and consult them about matters that affect their health, safety and welfare.
- 24.7 Provide adequate information, as required, to the relevant parties to ensure the correct implementation of designs, in particular where design changes affect the risk environment on the site.
- 24.8 Comply with the directions given by the principal Designer or Principal Contractor.

- 24.9 Comply with the Construction Phase Plan.
- 24.10 Provide a site induction (if not already provided by the Principal Contractor)
- 24.11 Prevent unauthorised access to site.
- 24.12 Provide welfare facilities for their own employees who are working on the site, or anyone else working under their control (if not already provided by the Principal Contractor).

## **25. Smoking (See Separate Policy)**

- 25.1 Jigsaw CABAS® School has a no smoking policy at all sites, inside and outside of the buildings. The School has a designated smoker's area out of sight from students

## **26. Safeguarding Children & Child Protection (See Separate Policy)**

- 26.1 Jigsaw CABAS® School CABAS® School's Safeguarding Children & Child Protection Policy is an overarching policy which encompasses Health and Safety, Child Protection, Bullying, Racism, Safer Recruitment and Accident Reporting.
- 26.2 All work with pupils is guided by the Children and Families Act 2015. The welfare of the child is paramount.

## **27. Driving (See Separate Policy)**

## **28. Fire Safety (See separate Policy)**

- 28.1 See separate Fire Safety Policy documents, Fire Safety Procedures and Fire Risk Assessments for all sites.

## **29. Health and Wellbeing**

- 29.1 Jigsaw CABAS® School are committed to ensuring that incidents of work related ill- health are minimised and implement a positive culture of encouraging good health and wellbeing
- 29.2 The HR and H&S Departments collaborate on initiatives to encourage and support this commitment
- 29.3 External providers are engaged to provide staff access to various medical and information services as well as providing counselling and confidential advice.

## **30. New and Expectant Mothers (See Separate Policy)**

- 30.1 Jigsaw CABAS® School will take all reasonable steps to safeguard the health, safety and welfare of women of childbearing age, new and expectant mothers, and of their unborn children.
- 30.2 Where they may be exposed to any processes, working conditions or physical, chemical or biological agents, which may adversely affect their health, safety or welfare, Jigsaw CABAS® School will assess the risks and implement the appropriate control measures where reasonably practicable.

## **31. Site Security & Access (See Separate Policy)**

## **32. Lone Working (see separate policy)**

32.1 There may be occasions where staff may need to work on their own, outside normal working hours. In this eventuality, staff must ensure that external doors are secured and regular telephone contact is made with their Line Manager or HR Dept.

## **33. Implementation**

### **33.1 Distribution**

33.1.1 This policy will be made available to the public and all stakeholders via the Jigsaw CABAS® School website and to all staff via the Intranet.

### **33.2 Training & Information**

33.2.1 Induction training will be provided for all employees and students by the Health & Safety Manager, Child Protection Officer and the HR Manager.

33.2.2 Induction training will include the following:

- employer's legal responsibilities and duty of care;
- employees' legal responsibilities (to themselves and others, and co-operation with their employer);
- the significant risks identified from the risk assessments;
- the control measures devised;
- key health and safety staff;
- the health and safety policy statement, organisation and arrangements;
- fire procedures
- emergency arrangements;
- prohibitions/constraints, (dos and don'ts);
- accident, ill-health and other incident reporting arrangements;
- first aid & administering medication arrangements.

33.2.3 For further information, refer to the Induction Policy and Procedures.

33.2.4 Training will be identified, arranged and monitored, and training records will be kept by the Health & Safety Manager and HR Department.

33.2.5 The Health and Safety Law poster is displayed at every Jigsaw CABAS® School site, along with insurance, liability, health & safety certificates and other Health & Safety related information.

33.2.6 Health and safety advice is available from Line Management and/or Health & Safety Manager.

33.2.7 Specific training is required for:

- Mini Bus Driving
- Managing Challenging Behaviour
- First Aid
- Medication Administration
- Child protection
- Safeguarding Adults
- Fire Warden
- Risk Assessment

### **33.3 Consultation with Employees**

- 33.3.1 Consultation with employees on matters affecting their health and safety will be provided by the Health & Safety Manager via staff meetings and staff training days.
- 33.3.2 The Health and Safety Committee meet at least three times per year and consists of representatives from all sectors of School activities. The minutes from the meetings are made available for all staff.

### **33.4 Quality Monitoring**

- 33.4.1 To check our working conditions and ensure our safe working practices are being followed, we will carry out daily inspections of the workplace, carry out spot checks, and investigate accidents and cases of work-related ill health.
- 33.4.2 The Health & Safety Manager is responsible for investigating accidents and work-related causes of sickness absence along with the HR Manager when necessary, and for acting on investigation findings to prevent a recurrence.
- 33.4.3 The Health & Safety Manager will report to the Director of Education and the Governors on health & safety and produce an annual report on any health & safety incidences or issues.

### **33.5 Roles & Responsibilities**

- 33.5.1 The School Governors will:
- Ratify policy and provide strategic guidance
  - Monitor and review health & safety issues
  - Ensure adequate funds for health & safety are available
  - Assign responsibilities, including designating a governor for health & safety
  - Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe
  - Ensure that premises are maintained in a good condition and that is safe and without significant risk
  - Provide adequate welfare facilities for staff and pupils
  - Provide a working environment that is safe and healthy

- Maintain an interest in all health & safety matters
- Monitor the effectiveness of the policy.

33.5.2 The Director of Education is responsible for the day to day running of the school. The Director of Education will:

- Promote a positive, open health & safety culture in school
- Ensure that all staff understand and fulfil their responsibilities to ensure a safe learning environment and co-operate with the policy
- Ensure that staff receive appropriate supervision, instruction and training to carry out their duties and responsibilities
- Report to Governors on key health & safety issues
- Ensure that sufficient resources are allocated to meet Health and Safety priorities
- Ensure that there is a designated space for medical or dental examination and treatment and for caring for sick and injured pupils during the school day
- Ensure that risk assessments are reviewed regularly

33.5.3 School Management Team will support the Director of Education in their role. They will:

- Ensure that risk assessments are accurate, suitable and reviewed regularly
- Provide good example, guidance and support to staff on health & safety issues
- Keep up-to-date with new developments in health & safety issues for schools
- Monitor incidents (including First Aid), accidents, health & safety and facility issues
- Carry out investigations into accidents and incidents and liaise with relevant parties
- Meet with the Health & Safety / Facilities Manager regularly to ensure any health & safety and facilities issues are dealt with in a timely manner

33.5.4 Health & Safety / Facilities Manager is responsible for the day to day maintenance of facilities and the management of health and safety issues. The Health & Safety and Facilities Manager will:

- Ensure that any work that has health & safety implications is prioritised
- Report any concerns and unresolved hazards in school to the School Management Team
- Ensure that all work under their control is undertaken in a safe manner
- Seek advice from other organisations and professionals such as Health & Safety Executive, safety advisers etc. as and when necessary
- Work closely with the School Management team to devise and implement safety procedures
- Ensure that any contractors on site are competent in health & safety matters

- Ensure that daily health and safety checks of the facilities are carried out to spot any disrepair or other hazards such as broken glass in the play areas
- Ensure that facilities and cleaning staff are aware of safe working practices, especially regarding reporting hazards, the use of hazardous substances and manual handling
- Ensure that weekly fire alarm test and regular fire drills are carried out
- Ensure that all contractors are inducted and shown relevant risk assessments, health & safety records and are made aware of any hazards in the areas where they will be working
- Ensure that health & safety records, including incident, accident and First Aid reporting, and logs are completed, kept securely and reviewed regularly
- Ensure that risk assessments are carried out for activities on and off Jigsaw CABAS® School site and that Local Authority and DfE guidance is followed for all trips and visits
- Prepare termly reports on health & safety and facilities issues to be presented to the Governors by the Director of Education
- Keep School Management Team up to date with new health & safety developments for schools
- Review and update the policy and relevant procedures at least annually

#### 33.5.5 All Staff will:

- Read the Health and Safety Policy and all other related safety procedures
- Comply with the school's health & safety arrangements
- Take reasonable care for their own health and safety and that of others who may be affected by their actions
- Leave classrooms, communal areas, offices and playgrounds in a reasonably tidy and safe condition
- Supervise pupils and advise them on how to use equipment safely
- Make regular safety inspections of their areas of work and report practices, equipment or physical conditions that may be hazardous to their line manager and or the Health and Safety Manager
- Follow incident, accident and health & safety reporting procedures
- Only use equipment they are competent to use
- Follow safety instructions when using any equipment, dangerous substance or safety device
- Take and active interest in promoting health and safety and suggest ways of reducing risks
- Contribute to and highlight any gaps in the school's risk assessments.

33.5.6 All pupils and Visitors (see Site Access & Security Policy) to Jigsaw CABAS® School will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

### **34. Policy Review**

34.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.

34.2 This policy was last reviewed in September 2018.



## 37. Related Internal Documentation

| Document   | Hard Copy Location | Electronic Copy Location   |
|--|--------------------|--|
| Fire Policy & Procedures                                   |                    | Operations / PAWS / POLICIES / Jigsaw School / Health & Safety /                           |
| Safeguarding Children and Child Protection Policy          |                    | Operations / PAWS / POLICIES / Jigsaw School /   |
| Risk Assessment Policy                                     |                    | Operations / PAWS / POLICIES / Jigsaw School /   |
| Educational Visits Policy                                  |                    | Operations / PAWS / POLICIES / Jigsaw School /   |
| Behaviour Management Policy                                |                    | Operations / PAWS / POLICIES / Jigsaw School /   |
| Accident and Incident Reporting Procedures                 |                    | Operations / PAWS / POLICIES / Jigsaw School / Health & Safety / Procedures                |
| First Aid Procedures                                       |                    | Operations / PAWS / POLICIES / Jigsaw School / Health & Safety / Procedures                |
| Transport Policy   |                    | Operations / PAWS / POLICIES / Jigsaw School / Health & Safety /                           |
| Emergency Procedures                                       |                    | Operations / PAWS / POLICIES /   |
| Sharps & Knives Procedures                                 |                    | Operations / PAWS / POLICIES / Jigsaw School / Health & Safety / Procedures /              |
| Site Security & Access Policy                              |                    | Operations / PAWS / POLICIES / Jigsaw Trust / Health & Safety Policies /                   |
| Driving Policy   |                    | Operations / PAWS / POLICIES / Jigsaw Trust / Finance & Operations Policies /              |
| Smoke Free Policy  |                    | Operations / PAWS / POLICIES / Jigsaw Trust / Health & Safety Policies /                   |
| Managing & Administering Medication for Pupils Policy      |                    | Operations / PAWS / POLICIES / Jigsaw School / Medication                                  |
| Supporting Pupils with Long Term Medical Conditions Policy |                    | Operations / PAWS / POLICIES / Jigsaw School /   |
| Hygiene and Infectious Diseases Procedures                 |                    | Operations / PAWS / POLICIES / Jigsaw Trust / Health & Safety Policies / Health & Safety / |
| Lone Working Policy  |                    | Operations / PAWS / POLICIES / Jigsaw Trust / HR Policies /                                |
| Maternity Policy   |                    | Operations / PAWS / POLICIES / Jigsaw Trust / HR Policies /                                |
| Induction Policy   |                    | Operations / PAWS / POLICIES / Jigsaw Trust / HR Policies /                                |
|  |                    |  |

## **APPENDIX 1 – Basic Do's and Don'ts**

### **Do**

- Report loose carpets especially on stairs.
- Report any debris or rubbish blocking access or exit doors or passageways.
- Use proper ladders or steps when reaching high shelves.
- Switch off portable electrical appliances at night and when not in use.
- Learn your escape routes in case of fire.
- Keep fire and smoke doors closed at all times.
- Store flammable / hazardous liquids in original storage containers.

### **Don't**

- Obstruct fire exits or passageways.
- Cover vision panels on doors.
- Use fire extinguishers to prop doors open.
- Overload or tamper with electrical supply points.
- Trail leads for portable appliances over walkways.
- Leave drawers of filing cabinets open.
- Use chairs or boxes instead of steps / ladders.