

# 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 Department for Education (DfE) and the Health and Safety Executive (HSE).

## 2. Definitions

- 2.2 "The school" and "Jigsaw School" means Jigsaw CABAS® School
- 2.2 "CABAS®" is an acronym for Comprehensive Application of Behaviour Analysis to Schooling
- 2.3 "Staff" or "Staff member" refers to employees, fixed term consultants, bank workers, work experience participants 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 such wherever possible.
- 2.6 An "incident" (including near-miss) is defined as something which happened that could have been dangerous, actions that are deemed as unwanted behaviour, an action which could cause damage, loss or injury. Examples could include:
  - 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 members, pupils and parents, governors, visitors, volunteers, contractors, work experience participants and other stakeholders.

## 4. The Policy

- 4.1 Jigsaw 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 School is responsible are safe for all.
- 4.2 Jigsaw School aims to provide a safe and healthy working environment by:
  - providing adequate control of health and safety risks arising from our activities
  - consultation with employees on all matters affecting their health and safety
  - providing and maintaining safe plant and equipment
  - ensuring safe use, handling and storage of substances
  - providing information and training on matters related to health and safety

- ensuring all staff are competent to carry out their tasks and to provide adequate training
- prevent incidents and cases of work related ill health
- the review and revision of this policy as necessary at regular intervals, or at least on an annual basis
- providing sufficient resources to fulfil the requirements of this policy

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

(See separate policy covering pupil specific risk assessments)

- 5.1 The Director of Education, Deputy Headteacher and Facilities Manager will complete the following risk assessments, as required, in respect of Jigsaw School's services:
- General Work Area Risk Assessment
  - COSHH Risk Assessment
  - Manual Handling Risk Assessment
- 5.2 These Risk Assessments will be reviewed at least annually, or earlier when circumstances warrant. The Director of Education, Deputy Headteacher and Facilities Manager will sign and date updated risk assessments and will ensure that all relevant staff are informed of any changes.

## **6. Accidents & Incidents**

### **6.1 Reducing Risks**

6.1.1 Jigsaw aims to reduce the risk of accidents by:

- Undertaking risk assessments for as many foreseeable risks as possible thereby identifying hazards and seeking to reduce or eliminate the risk.
- Ensuring that the premises are regularly checked and used properly.
- Training staff and, as to the extent 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 Facilities Manager and a Health and Safety consultant to oversee all health and safety issues.

6.1.2 All accidents and incidents should be 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 Facilities 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 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 A serious incident is one defined by the guidance contained in 'Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) 1995 – (amended 2012).

6.2.3 Notification will be given as soon as is reasonably practical, but within 14 days of the incident occurring.

6.2.4 In addition, the local child protection agency would be notified and any advice given acted upon.

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

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

6.3.2 Jigsaw 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.

6.3.2.1 Any work-related injury, either physical or mental, which results in unfitness for work for more than seven days, is also reportable to the HSE

6.3.2.2 The Accident & Incident Procedure details those events that are reportable under RIDDOR.

6.3.3 The Facilities Manager and / or Health & Safety Consultant must be informed promptly of all accidents, incidences or injuries.

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 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. Additionally, there are Paediatric First Aiders (PFA) who have received specific training to deal with Early Years pupils.

7.2 Jigsaw School appoints sufficient number of FAWs, EFAWs and PFAs to meet the school's and regulatory needs.

7.3 Approved training for FAW and EFAWs will occur at regular intervals to update qualifications.

7.4 There should always a trained 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 regularly 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 School will notify parents and/or primary carers of any injury (especially head injuries) sustained by a pupil.
- 7.9 Jigsaw 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 Medical Room, B20 and B22 Supervisors Offices, and in Class 6 and Class 11) 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.

8.1.2 Medication must be administered in accordance with the Medication Administration policy

### **8.2 Staff Medication**

8.2.1 Staff bringing their own medication into Jigsaw School must store this 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 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.

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

9.1 Jigsaw School promotes a high standard of health and hygiene in its day-to-day work with pupils.

9.2 Routine cleaning of premises is undertaken by an 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 should observe the Hygiene and Infectious Disease Control Procedures.

9.4 Jigsaw School will observe current legislation and good practice regarding food hygiene, registration and training.

## **10. Equipment**

10.1 All equipment and machinery should be maintained in accordance with the manufacturer's instructions and checked in accordance with agreed maintenance schedules or at least annually.

10.2 New equipment should be checked to ensure this meets appropriate standards and is suitable for purpose.

10.3 All equipment should be stored appropriately and where relevant in secure storage labelled with the appropriate hazard signage.

### **10.4 Electrical equipment**

10.4.1 All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

10.4.2 Any pupil or volunteer who handles electrical appliances should do so under the supervision of the member of staff who so directs them.

- 10.4.4 Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- 10.4.5 Only trained staff members may check plugs
- 10.4.6 All electrical equipment will be subject to an annual portable appliance test (PAT) undertaken by a competent person
- 10.4.7 All isolators switches are clearly marked to identify their purpose
- 10.4.8 Electrical apparatus and connections should not be touched by wet hands and must only be used in dry conditions
- 10.4.9 Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment should only be undertaken by a competent person

## **10.5 Gym equipment**

- 10.5.1 Pupils are taught how to set up and use Gym equipment safely and efficiently. Staff have responsibility for ensuring that such equipment is set up safely
- 10.5.2 Any concerns about the condition of the equipment, floor or other concerns should be reported to the Facilities Manager

## **10.6 Display screen equipment**

- 10.6.1 All staff who use computers daily as a significant part of their normal work should undertake a display screen equipment (DSE) assessment on a regular basis. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- 10.6.2 Staff identified as DSE users are entitled to a specific eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## **11. Maintenance & Repair**

- 11.1 The Facilities Department has day-to-day responsibility for minor maintenance and repairs. Routine checks are in place that include buildings, ancillary equipment and vehicles.
- 11.2 Staff should report any faults with equipment or unsafe areas to Facilities who will respond, as soon as practical, to all reported incidents and where immediate repair is not possible the area will be made safe.
- 11.3 Routine statutory and on-going major maintenance will be scheduled as appropriate.
- 11.4 Where works require the use of external contractors this will be authorised by the Facilities Manager and the Site Access and Security Policy requirements observed.
- 11.5 Works subject to 'Permit to Work' e.g., Hot Works require the issue of a permit from the Facilities Manager or Health & Safety Consultant.

## **12. Sharps & Blades**

- 12.1 Sharps, blades, needles and syringes present a potential health and safety risk to learners, staff and others who use the Trust's sites and staff should comply with the 'Procedures for the use of Sharp Knives and Blades'. Jigsaw has a duty to ensure that every effort is made for the safe management of sharps, blades, needles and syringes and that procedures are in place to assist in the prevention of needle stick injuries.

- 12.2 Jigsaw has a duty to ensure all staff are aware of the potential 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 secure place prior to disposal.

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

### **13.1 General**

- 13.1.1 The Facilities Manager and/or the Health and Safety Consultant are responsible for identifying all substances that are potentially hazardous and that require a COSHH assessment and ensuring that such assessments are held.
- 13.1.2 Hazardous substances, materials, chemicals and cleaning liquids are only to be supplied by Jigsaw's nominated suppliers.
- 13.1.3 COSHH Assessments will be reviewed annually or when a new COSHH product is used onsite, whichever is soonest.
- 13.1.4 A Material Safety Data (MSDS) sheet should accompany any new product to be used on site. These are kept in the COSHH file in the Facilities Office and shared with appropriate staff
- 13.1.5 Details of Hazardous substances in use at Jigsaw, their storage and the control measures are held in the COSHH File in the Facilities Office.
- 13.1.6 When using a hazardous substance staff must ensure that adequate precautions are taken in accordance with the relevant COSHH assessment.
- 13.1.7 Staff must never attempt to use a hazardous substance unless adequately trained.
- 13.1.8 All hazardous substances are to be stored in the appropriate storage when not in use, which are to remain locked at all times.
- 13.1.9 all hazardous substances, including bodily fluids and blood, should be handled and disposed of safely using the appropriate procedures.

### **13.2 Asbestos**

- 13.2.1 All buildings have been certified as free from asbestos by the landlord.
- 13.2.2 Any item suspected of containing asbestos must be reported immediate to Facilities
- 13.2.3 If required, an Asbestos Management Plan will be completed, notified to relevant staff and made available to any contractors working onsite.

### **13.3 Legionella**

- 13.3.1 A legionella risk assessment is in place and reviewed annually. The Facilities Manager is the Legionella Competent Manager and responsible for ensuring that the identified operational controls are in place.
- 13.3.2 The risks from legionella are mitigated by:
- Regular Temperature checks covering both hot and cold taps
  - Water heated beyond 50 degrees Centigrade
  - TMV's fitted to all water delivery points in pupil areas
  - All cold-water supplied via mains
  - Biannual water sampling
- 13.3.3 The Legionella Competent Manager will undertake regular training as appropriate

## **14. Personal Security**

- 14.1 Staff working offsite must take the following precautions:
- ensure you notify your destination to your line manager;
  - contact your line manager on arrival, if appropriate;
  - laptops, mobile phones or other valuables should not be carried in a manner that may draw attention.
- 14.2 Reference should be made to the Lone Working Policy.

## **15. Manual Handling (including People)**

- 15.1 If an individual considers that to lift an item could result in injury or exacerbate an existing condition, they should ask for assistance. Staff receive training regarding correct posture and safe lifting techniques. Onsite Occupational Therapy (OT) staff can offer advice and guidance.
- 15.2 Manual handling is the movement of a load (both inanimate objects and people) by means of bodily force which includes lifting, supporting, carrying, putting down, pushing and pulling.
- 15.3 Jigsaw has 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.
- 15.4 Jigsaw seeks to reduce manual handling risk to staff by undertaking risk assessments, having in place lifting aids and a workplace environment that has been ergonomically designed in addition to providing appropriate training.

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

- 16.1 All equipment identified as being used for 'lifting' within the Lifting Operations & Lifting Equipment Regulations are subject to regular checks and maintenance ('Thorough Examination').
- 16.2 Records of Thorough Examination are maintained by the Facilities Manager.

## **17. Working at Height**

- 17.1 Staff members should only undertake work at height if they have received appropriate training. In general, other than those working in Facilities and IT, there is no requirement for staff members to carry out any 'work at height'
- 17.2 Appropriate Work at Height risk assessments are undertaken and reviewed regularly and suitable work equipment is provided and regularly maintained.

## **18. Traffic Movements**

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

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

- 19.1 The Facilities Manager is responsible for identifying all equipment requiring maintenance and for ensuring maintenance procedures are drawn up.
- 19.2 The Facilities Manger is 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.
- 19.3 Any problems found with plant/equipment should be reported to Facilities Department.
- 19.4 Confirmation will be sought from the Facilities Manager that any new plant/equipment meets health & safety standards prior to purchase.

## **20. Noise**

- 20.1 Noise has been described as unwanted sound, which may be distracting, annoying or cause physical damage to an individual (e.g. temporary or permanent hearing damage).
- 20.2 Work activities or processes where there is likely to be risk from noise exposure will be assessed by a competent person. The findings of the assessment will inform any action required.
- 20.3 Examples of areas and work activities that may require assessment include woodworking and other machinery workshops, print-rooms, boiler rooms etc.
- 20.4 An assessment will also be required where noise becomes intrusive for the majority 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 when 2m away from each other
- 20.5 In many cases noise measurements will not be necessary and sufficient information regarding noise emissions may be obtained from equipment manufacturers and suppliers.
- 20.6 If the assessor is satisfied that noise levels are below the first action value of 80dB(A) 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 arise.

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

- 21.1. Personal Protective Equipment (PPE) will be provided to staff as identified by risk assessments including COSHH assessments.
- 21.2 Staff members are required to wear PPE at all times where the requirement for PPE has been identified and failure to comply is considered a disciplinary matter.
- 21.3 Information, instruction and training will be provided to staff on the use of PPE.
- 21.5 Defects in or malfunctions of PPE must be reported in a timely manner to the relevant Line Manager, Facilities Manager or Health and Safety Consultant.

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

- 22.1 Jigsaw will plan, manage and monitor construction work under their control to ensure that this is carried out without risk to health and safety so far as is reasonably practicable.
- 22.2 For projects involving more than one contractor, Jigsaw will co-ordinate their activities with others in the project team, and in particular, comply with directions given by the Principal Designer or Principal Contractor.

- 22.3 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.
- 22.4 Where it is not possible to avoid identified hazards, Jigsaw will provide information in relation to the residual risk to the Principal Contractor or Principal Designer.
- 22.5 Jigsaw Trust will:
- Appoint contractors with the appropriate skills, expertise and experience to undertake the relevant work.
  - 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.
  - 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.
  - Comply with any directions given by the Principal Designer or Principal Contractor.
  - Comply with any obligations under the Construction Phase Plan.
  - Provide site induction (if not already provided by the Principal Contractor)
  - Prevent unauthorised access to site.
  - Provide welfare facilities for those working on the site (if not already provided by the Principal Contractor).

## **23. Contractors**

- 23.1 All contractors will be assessed prior to engagement and their work monitored to ensure safe working practices and competency of workmanship.
- 23.2 Contractors will agree their Health and Safety practices with the Facilities Manager (or nominated deputy) before work starts.
- 23.3 Before the commencement of works, contractors will provide evidence that they have suitably assessed the risks associated with the planned works.

## **24. Smoking**

- 24.1 Jigsaw has a no smoking policy at all sites, other than within the designated outside smoking areas.
- 24.2 Reference should be made to the Smoke Free Policy.

## **25. Driving**

- 25.1 Reference should be made to the Driving Policy

## **26. Fire Safety**

- 26.1 All staff are expected to abide by the Fire Safety Policy, Fire Safety Procedures and Fire Risk Assessments.

## **27. Health and Wellbeing**

- 27.1 Jigsaw is committed to ensuring that incidents of work-related ill- health are minimised and to implementing a positive culture of encouraging good health and wellbeing

- 27.2 The HR Team, the Wellbeing Committee and Mental Health First Aid Team collaborate on initiatives to encourage and support this commitment
- 27.3 Reference should be made to the Staff Wellbeing Policy for further information regarding the support available to staff.

## **28. New and Expectant Mothers**

- 28.1 Jigsaw 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.
- 28.2 Jigsaw School will assess the risks and implement the appropriate control measures where reasonably practicable, which may include a change in duties for expectant mothers.
- 28.3 Reference should be made to the Maternity Policy

## **29. Site Security & Access**

- 29.1 Reference should be made to Site Security & Access Policy

## **30. Lone Working**

- 30.1 Staff working on their own in any Jigsaw premise should ensure that external doors are secured, and regular telephone contact is made with their Line Manager.
- 30.2 Reference should be made to the Lone Working Policy

## **31. Pupil Off-site Visits**

- 31.1 When taking pupils on off-site visits, staff should ensure that:
- Risk Assessments have been completed
  - All off-site visits are adequately staffed
  - Staff will carry a work-issued mobile phone, a portable first aid kit, information about the specific medical needs of the relevant learners and parent / carers contact details
  - There will be at least one first aider with a current first aid certificate accompanying any off-site visit
- 31.2 Reference should be made to the Off-site Visits Policy

## **32. Implementation**

### **32.1 Distribution**

- 32.1.1 This policy will be publically available on the Jigsaw School website and visit to all staff via the Jigsaw common drive.

### **32.2 Training & Information**

- 32.2.1 All new staff receive Induction training. This includes a health and safety induction provided by the Facilities Manager or Health & Safety Consultant covering:
- 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) (see Appendix 1)
- accident, ill-health and other incident reporting arrangements
- first aid arrangements

32.2.2 Staff will receive regular Health and Safety Training, at least annually. This will be arranged and monitored by the Facilities Manager and relevant training records kept.

32.2.3 The Health and Safety Law poster is displayed at every Jigsaw site, together with a copy of the insurance, liability, health & safety certificates and other Health & Safety related information.

32.2.4 Health and safety advice is available from Line Management, the Facilities Manager and/or Health & Safety Consultant.

32.2.6 Staff will receive specific training as appropriate in respect of:

- Minibus Driving
- Managing Challenging Behaviour
- First Aid
- Medication Administration
- Safeguarding Adults
- Fire Warden
- Undertaking Risk Assessments

### **32.3 Consultation with Employees**

32.3.1 Consultation with employees on matters affecting their health and safety will be provided by the Facilities Manager and Health & Safety Consultant via the Health and Safety Committee.

32.3.2 The Health and Safety Committee meet at least three times per year and includes representatives from each of the Jigsaw business areas. The minutes from the meetings are made available for all staff.

### **32.4 Quality Monitoring**

32.4.1 To ensure safe working practices, daily inspections of the workplace and spot checks are undertaken, and near-misses, accidents and cases of work-related ill health are investigated.

32.4.2 Line Managers, the Facilities Manager and/or the Health & Safety Consultant are responsible for investigating accidents and work-related absence with support from the HR Team as appropriate, and for acting on investigation findings to prevent a recurrence as far as practically possible.

32.4.3 The Facilities Manager will provide a regular Health and Safety report for submission to the Board of Trustees to include details of any RIDDOR reportable incidents, key health and safety issues and general compliance with health and safety matters.

## **32.5 Roles & Responsibilities**

32.5.1 The School Governors have responsibility for the oversight of health and safety matters and will:

- Hold the Director of Education to account for matters related to health and safety and compliance with the Health and Safety Policy
- Receive a quarterly Health and Safety report to include details of any RIDDOR reportable accidents or incidents, summary data on accidents and incidents and any trends, progress against any health and safety targets
- Review the Health and Safety policy at least annually

32.5.2 The Director of Education is responsible for the day to day running of Jigsaw School, and is responsible for::

- Promote a positive, open health & safety culture in school
- Ensuring that all staff understand and fulfil their responsibilities to ensure a safe working and learning environment and compliance with the Health & Safety Policy
- Ensuring that staff receive appropriate health and safety instruction and training
- Ensuring that sufficient resources are allocated to meet Health and Safety obligations
- Ensuring that there is a designated space for medical examination and treatment and the care of any staff or pupils who become unwell
- Ensuring that risk assessments are reviewed regularly

32.5.3 School Management Team will support the Director of Education in meeting health and safety obligations by:

- Ensuring that risk assessments adequately reflect the risks posed and are reviewed regularly
- Provide good example, guidance and support to staff on health & safety matters
- Maintain awareness of any new advances as regards to health & safety matters for schools
- Monitor incidents (including First Aid), accidents, and any facility issues
- Undertake investigations into accidents and incidents and liaise with relevant parties and make recommendations to avoid recurrence to the extent possible
- Meet regularly with the Health & Safety Consultant / Facilities Manager to ensure any health & safety and facilities issues are dealt with in a timely manner

32.5.4 The Facilities Manager with assistance from the Health and Safety Consultant is responsible for the day to day maintenance of facilities and the management of health and safety matters. The Facilities Manager will:

- Ensure that any work that has health & safety implications is appropriately 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 and are made aware of any relevant risk assessments and / or hazards
- Ensure that daily health and safety checks of the facilities are undertaken, and any matters identified notified to relevant staff and rectified in a timely manner
- 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 undertaken
- Ensure that health & safety records, including incident, accident and First Aid reporting, and logs are completed, kept securely and reviewed regularly, any trends identified and appropriate action taken
- Ensure that risk assessments are completed for activities on and off Jigsaw 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
- Maintain awareness of any changes or developments within health and safety legislation or best practice and ensure that these are incorporated within the Health and Safety Policy as appropriate
- Ensure that the Health and Safety Policy and relevant procedures are reviewed at least annually

#### 32.5.5 All Staff should:

- Be familiar with the Health and Safety Policy and all 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.

32.5.6 All pupils and Visitors (see Site Access & Security Policy) to Jigsaw 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.

### **33. Policy Review**

- 33.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.
- 33.2 This policy was last reviewed in February 2021.

## 34. Version History

No.	Date	Amendment
1.1		
1.2	Feb 20	16.1 Manual Handling changes made for clarification 33 inserted section relating to pupil off site visits Updated policy and procedures locations
1.3	Jul 20	Appendices 2-5 added, separate documents
1.4	Feb 21	Amended to remain aligned with Trust Policy.
1.5	Mar 21	Updated to mirror Trust policy. Terminology and language tightened.

## 35. Related Legislation & Guidance

Document	Location
Health & Safety at Work Act 1974	<a href="http://www.legislation.gov.uk/ukpga/1974/37/data.pdf">http://www.legislation.gov.uk/ukpga/1974/37/data.pdf</a>
Employers' Health and Safety Policy Statements (Exception) Regulations 1975	<a href="http://www.legislation.gov.uk/uksi/1975/1584/made">http://www.legislation.gov.uk/uksi/1975/1584/made</a>
Safety Representatives and Safety Committees Regulations 1977	<a href="http://www.legislation.gov.uk/uksi/1977/500/pdfs/uksi_19770500_en.pdf">http://www.legislation.gov.uk/uksi/1977/500/pdfs/uksi_19770500_en.pdf</a>
Health and Safety (Consultation with Employees) Regulations 1996	<a href="http://www.legislation.gov.uk/uksi/1996/1513/made">http://www.legislation.gov.uk/uksi/1996/1513/made</a>
Management of Health & Safety at Work Regulations 1999	<a href="http://www.legislation.gov.uk/uksi/1999/3242/pdfs/uksi_19993242_en.pdf">http://www.legislation.gov.uk/uksi/1999/3242/pdfs/uksi_19993242_en.pdf</a>
Education (School Premises) Regulations 1999	<a href="https://www.legislation.gov.uk/uksi/1999/2/pdfs/uksi_19990002_en.pdf">https://www.legislation.gov.uk/uksi/1999/2/pdfs/uksi_19990002_en.pdf</a>
School Premises (England) Regulations 2012	<a href="http://www.legislation.gov.uk/uksi/2012/1943/pdfs/uksi_20121943_en.pdf">http://www.legislation.gov.uk/uksi/2012/1943/pdfs/uksi_20121943_en.pdf</a>
The Occupiers' Liability Act 1984	<a href="http://www.legislation.gov.uk/ukpga/1984/3/pdfs/ukpga_19840003_en.pdf">http://www.legislation.gov.uk/ukpga/1984/3/pdfs/ukpga_19840003_en.pdf</a>
Manual Handling Regulations 1998	<a href="https://www.hse.gov.uk/pubns/indg143.pdf">https://www.hse.gov.uk/pubns/indg143.pdf</a>
Lifting Operations and Lifting Equipment Regulations 1998	<a href="http://www.legislation.gov.uk/uksi/1998/2307/made">http://www.legislation.gov.uk/uksi/1998/2307/made</a>
Display Screen Equipment Regulations (1992)	<a href="http://www.legislation.gov.uk/uksi/1992/2792/made">http://www.legislation.gov.uk/uksi/1992/2792/made</a>
Provision and Use of Work Equipment Regulations (1998)	<a href="http://www.legislation.gov.uk/uksi/1998/2306/made">http://www.legislation.gov.uk/uksi/1998/2306/made</a>
Managing for Health & Safety (HSE) (HSG65)	<a href="https://www.hse.gov.uk/pubns/priced/hsg65.pdf">https://www.hse.gov.uk/pubns/priced/hsg65.pdf</a>

## 36. Related Internal Documentation

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

## **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.

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**APPENDIX 2 – Art Annex Evacuation**

**APPENDIX 3 – B21 Evacuation**

**APPENDIX 4 – B22 & Cabin Evacuation**

**APPENDIX 5 – Roles and Responsibilities**