

Maiden Erlegh Trust  
**HEALTH AND SAFETY POLICY**  
**2019/20**



**MAIDEN ERLEGH**  
TRUST

## HAMILTON SCHOOL

<b>Initial approval:</b>	January 2020
<b>Review frequency:</b>	Annually
<b>Date(s) reviewed:</b>	

**This is the statement of general policy and arrangements for:**

**Overall and final responsibility for health and safety is that of:**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

<b>Hamilton School</b>
<b>The Trustees of Maiden Erlegh Trust</b>
<b>Mandy Wilton - Executive Headteacher</b>

**This policy covers the general approach to health and Safety at Maiden Erlegh School and is supplemented by specific Health and Safety guidance pertaining to curriculum areas of the school and, where appropriate, relating to specific activities or the use of equipment.**

<b>Statement of general policy</b>	<b>Responsibility of</b>	<b>Action / Arrangements</b>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Jo Ricketts – Business Manager Mandy Wilton – Executive Headteacher	Relevant risk assessments in place for activities in school, reviewed annually or biannually or earlier if working habits or conditions change or incident occurs Health and safety is standing item on all Governing body meetings Members of CLEAPSS Health and Safety advice and guidance purchased from HANDSAM/Reading Borough Council Procedures in place for authorisation of on-site activities. Asbestos management plan in place
To provide adequate training to ensure employees are competent to do their work	Jo Ricketts – Business Manager Mandy Wilton – Executive Headteacher	All staff receive H&S induction on commencement of employment. Customised training is provided to individuals relevant to their role. (working at height, asbestos awareness, manual handling, food handling, work station assessment, CLEAPSS when needed) Lunchtime and other staff receive general guidance on specific medical conditions (anaphylaxis, diabetes, asthma).  Students receive H&S rules for high risk areas of the curriculum and general guidance on using the site safely.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health, including managing work-related stress	Jo Ricketts – Business Manager Mandy Wilton – Executive Headteacher	Termly meeting of School H&S committee – staff, governor and union representatives  Occupational Health service is available to support employees. All staff encouraged to report H&S concerns – See It, Sort It, Report It.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Jo Ricketts – Business Manager Mandy Wilton – Executive Headteacher	Emergency procedures detailed in Staff handbook Fire alarm and emergency lighting tested weekly Evacuation plans tested termly Evacuation plans considered and amended as necessary during any changes to the site (e.g. building works, inaccessible areas) Escape routes, call points and fire-fighting equipment well signed and each block has a plan of these.

Health and safety law poster is displayed:	Main Staffroom	
First-aid arrangements and accident/incident reporting  Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	First Aid box available in staffroom, school office and minibuses Portable First Aid boxes available for off-site trips and visits Staff trained in First aid, including administration of Epipens, listed in all staffrooms and reception In house accident reporting form for all accidents and near misses Logs are kept of all reported accidents/incidents and reported to the School H&S committee and the Finance and Sites Local Advisory Board group and Trustees HSE notified as necessary Investigation and report with action plans undertaken for any serious accident/incident/near miss.	
<b>Statement of general policy</b>	<b>Responsibility of</b>	<b>Action / Arrangements</b>
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Jo Ricketts – Business Manager  Mandy Wilton – Executive Headteacher	Toilets, washing facilities and drinking water provided for all staff and students Separate toilet facilities for students. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Relevant staff trained in safe handling/use of substances. (See <a href="http://www.coshh-essentials.org.uk">www.coshh-essentials.org.uk</a> )
To maintain a secure site	Jonathon Peck – Chief Financial and Operations Officer  Mandy Wilton – Executive Headteacher	Staff trained in restraint training and de-escalation. Guidance given to staff on dealing with violent/aggressive students and visitors Member of SLG on duty during core school day CCTV installed Security fencing in place in garden
In relation to off-site trips, visits and activities, the prevention of accidents, cases of work-related ill health and the monitoring and adequate control of health and safety risks.	Jo Ricketts – Business Manager  Mandy Wilton – Executive Headteacher	Comprehensive documentation and processes for arranging any off-site activity involving students, including risk assessments and risk matrices of students All off site activities must be authorised by a member of SLG Arrangements in place for training of minibus drivers

<b>Signed: (Chair of Trust Board)</b>	<b>Date:</b>	<b>Signed: (Headteacher)</b>	<b>Date:</b>
<b>Subject to review, monitoring and revision: SEPTEMBER 2020</b>	<b>Annually by Trustees with recommendations from School H&amp;S committee. Sooner if work activity or legislation changes or incident requires an amendment.</b>		

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

# Risk assessment

Risk assessments are carried out for all high risk areas/activities in the school, general activities and off-site activities, using standards risk assessment template. Below is a summary of key risks for the school as a whole. There are individual risk assessments for each area of the curriculum, all off site activities and on site activities.

Organisation name: Hamilton School

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff, students and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening Snow and ice clearance plans	Better housekeeping is needed in staff areas, continual reminders to staff about wet floors and using signs	All staff members	Annually	
Fire	Staff, students and visitors may be injured or killed in the event of a fire	Evacuation plan in place, tested termly Fire-fighting equipment available and tested annually Call points in key areas	Review evacuation procedure following each fire drill.	SLG	Post fire drill (Summer Term)	
Contractors on site	Staff, students and visitors may be injured or killed through contractor activity	Contractors signed in and restricted to work areas. Contact between staff and pupils minimised BM to conduct RA prior to any works and safe working practice agreed. Where necessary, movement routes around the site are amended and communicated to staff and pupils.		Office & BM		
Inappropriate adults on school site	Students at risk (Safeguarding)	All adults to wear approved name badges. Presence of all non-staff on site to be documented and approved through visitors protocol. Where appropriate H&S briefing and Safeguarding briefing to be given	Staff to be reminded to report any adults without a valid badge to on patrol/reception.	Office & BM	Termly	
Working at height	Students and staff may suffer a fall and be injured	Staff are guided to only work at height if they have completed the appropriate training. Staff instructed not to stand on chairs/tables and step stools to be made available if needed		Office & BM		
Manual handling	Students and staff may suffer an injury through incorrectly lifting/carrying items	Where staff have to move around site with significant resources, trolleys are provided by depts.		Office & BM		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Violent student or adult	Students and staff may suffer injury	De-escalation and intervention training in place for key staff. Risk assessments in place for specific students representing a risk. Critical incident protocol in place.		SLG		
Intruders onto school site	Students and staff	RA for moving around site. Security fencing around part of school CCTV in place.		Jonathon Peck Mandy Wilton	Termly	

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11